

YEARLY CALENDAR FOR SWSO EVENTS

AT THE CLOSE OF THE ANNUAL SESSION:

- New officers and appointees take office.
- Vice President appoints general meeting chairman for the meeting when he/she is President
- President-elect as Chair of Nominations contacts other members to select candidates for the various AAO & ABO awards.
- Executive Director sends Award Nominee History to President-elect for reference.

December 1 – Volunteer for Delegation Chair - submit name to Executive Director

January 1 – Deadline for Budget requests

January 15 – Nominations committee presents candidates for awards:

- AAO Deadline for Brophy and Ross Award nominees
- ABO Deadline for Albert H. Ketcham Memorial Award
- ABO Deadline for Dale B. Wade Award of Excellence in Orthodontics
- Election of Chief Delegate by mail ballot

February 1 – Email reminder of 60 day deadline to send articles for Newsletter

The ABO Director Selection Committee begins accepting applications for ABO Director nominees to fill the SWSO ABO Directors position in May 2011. (applications must be made electronically via email)

February 15 – Deadline for reports to be submitted for the March ad interim board meeting.

February 28 – Approximate Deadline for articles for Newsletter (Approximately 60 days prior to AAO Annual Session):

- Presidents report – goals for the year and plug fall meeting
- Preview of upcoming AAO meeting; COSA (Currier), COHC (Robirds), COMEJC (Colville), CONYM (Power), Committee on Orthodontic Technology (Simmons), AAOPAC (Jensen), AAOF (J.Thompson).
- Trustees Report (10 days after the Feb. AAO BOT meeting)
- Forward Calendar of Events to SWSO Board with ad interim agenda
- Jarabak award nominees due to AAOF by March 1

March – Ad interim Board Meeting; Past President to submit report on Executive Director Evaluation

March 30 – Nomination Deadline for James E. Brophy AAO Distinguished Service Award

May: AAO meeting

May 1 – AAO's Nomination Deadline for Ross award (May be discontinued in 2007)

May 15 – Email reminder of 60 day deadline to send articles for Newsletter; ED to confirm SWSO Representatives to AAO Councils, edit names on SWSO Calendar and forward a copy of the Calendar to the Council Reps.

July 1 – Deadline for Speaker selection by President Elect for subsequent year.
Deadline for theme and artwork for next year’s annual session by Annual Meeting Chair
Deadline for president’s message for convention program book

July 15 – Nomination for open positions for delegates and alternate delegates and Secretary
Treasurer must be completed and sent to the members at least 30 days prior to Annual
Session.

All Bylaws amendments must be sent to members at least 30 days prior to the Annual
Session.

August 1 – Deadline for articles for Newsletter: 60 days before the SWSO Annual Session and
print within 30 days before the SWSO Annual Session

- Promote fall meeting
- President’s report
- Delegation Chair Report from AAO annual Session
- COI (Keso), COC (Frech), COGA (Hamilton), COOP (Johnson), COE (Bussa)
- Faculty Support/Research Committee
- Trustee Report
- SWSO Calendar of Events

August 15 – Deadline for reports for annual session board meeting
ED send SWSO Membership Chair a list of members whose dues are delinquent.

September 1 – Deadline to submit application to ABO Director Selection Committee as nominee
to fill the SWSO ABO Directors position in May 2011. (application must be made
electronically via email)

- Dewey Award Committee meets to select NEXT year’s Dewey Award Winner to be
announced at the SWSO Annual Business Meeting.
- ED sends SWSO membership Chair a list of members whose dues are delinquent.

Oct. 15 – ED sends Membership Chair a list of members whose dues are delinquent

Annual Session Board Meeting:

- President Elect reports appointees for standing committee chairs and new committee
members.
- Dewey Award Winner Photo and Biography sent to AAO News

Nov. 15 – ED sends list to SWSO Membership & AAO Council Chair of members whose dues
are delinquent

NOTE: Successor Trustee to be elected by SWSO in 2011.