

Key Accountability Dates



WHEN	WHAT
AUGUST–SEPTEMBER	Report election results and provide complete council information to SBM staff no later than September 15
FALL	Section Leader Orientation
NOVEMBER	Complete and submit survey re: all your section’s events for the bar year , both known and under consideration
NO LATER THAN APRIL	Report to SBM staff any changes in section dues to become effective October 1, the first day of the following bar year
MAY 31	Annual Report Deadline
MID–JUNE	Bar Leadership Forum if at all possible; scholarships available
LATE SEPTEMBER	All fiscal year-end revenue and expense information to Finance; expect reminder and request in September
MID–OCTOBER	Confirm that all revenue and expenses have been correctly recorded in the section financial reports in the fiscal year just ended; expect reminder and request from Finance in October