

READS PLANNING CALENDAR 2013

2013	December - January	February - March	April - May	June - July	August - September	October - November
Date	January 18 - 10AM	February 15 - 10AM	April 19 - 10AM	June 21 - 10AM	August 16 - 10AM	November 15 - 9:30AM
Executive Board	Reports in advance Set goals for 2013	Reports in advance Review & vote on proposed budget	Reports in advance	Reports in advance	Reports in advance	Reports in advance Incoming and outgoing boards. Year in review
Membership	New/Renewed memberships	Welcome letter goes out	Spring Newsletter goes out in May!	Fall Mtg brochure goes out next month	Fall newsletter goes out in Sep	End-of-year wrap-up goes out end of month
READS Award of Excellence	Post nomination form and criteria on Website. Fill committee slots	Send notice that form and criteria available. Start publicity for nominations.	Send postcard for nominations.	June 1 deadline for nominations	Review and select winner; notify all nominees	Engrave plaque, purchase gift, award presentation at fall conference. Review and edit nomination form
READS Programs	Decide roundtable topic. Schedule roundtables, set budget, design, send flyer. Notice on website/NHAIS_L	Roundtables set for: Nubanusit Marlborough 3-13; Seacoast (Rye) 3-14; Scrooge&Marley(Gilford) 3-20; Hillstown (New Boston) 4-5	Evaluate roundtables, wrap up costs. Get speakers for Oct. meeting, plan budget. Design brochure	Finalize brochure w/Publicity and review budget	Brochure ready to mail, other PR underway	Fall Conference Oct 25 Finalize budget, submit summary report after conference. Discuss 2014 roundtable ideas
Publicity	Inventory supplies	Begin publicity for Spr Conf & nominations		Begin Fall Conf promotion		Press releases - Award of Excellence
NHLA Programs - Conference Liaison	Firm up plans for READS 1-day Conference presented on behalf of NHLA "Front-line" theme	Review Spring Conference plans and coordinate w/publicity			Attend NHLA planning sessions as needed for 2014 Spring Conf	Fall conference, annual business meeting
Nominating Committee	Review list of committee members - fill vacancies	Assemble committee, begin promoting offices	Begin contact process with possible candidates		Promote service to committees. Slate and ballot ready to send by Aug 26	Recruit committee members.
READS-To-Go		Committee Meeting in March		Committee Meeting in June	Committee Meeting in September	Committee Meeting in December