

2016	December - January	February - March	April - May	June - July	August - September	October - November
Date	January 22 - 10AM	March 18 - 10AM - VIRTUAL MEETING	May 13 - 10AM	July 15 - 10AM - VIRTUAL MEETING	September 16 - 10AM	November 18 - 10AM - VIRTUAL MEETING
Executive Board	Reports in advance Set goals for 2016	Reports in advance Review & vote on proposed budget	Reports in advance	Reports in advance	Reports in advance. Plan business meeting session.	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 and 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	Finalize roundtables & submit roundtable brochures to Publicity, Brainstorm ideas to contribute to NHLA/NELA conference.	Evaluate roundtables, wrap up costs. Work with Confrence Liaison to finalize program ideas for NHLA/NELA.	Finalize coordination of READS programs at NHLA/NELA.	Finalize any assistance to conference liaison.	Begin planning 2015 roundtable ideas.
Publicity	Inventory supplies	Publicity for Roundtables & nominations			Review any publicity for READS NHLA/NELA programs.	Press releases - Award of Excellence to NHAIS_L and NHLA website.
NHLA Programs - Conference Liaison	Brainstorm ideas to contribute to NHLA/NELA conference.	Continue to brainstorm ideas to contribute to NHLA/NELA conference.	Attend NHLA planning sessions as needed NHLA/NELA conference	Finalize coordination of READS programs at NHLA/NELA.	Attend NHLA planning sessions as needed NHLA/NELA conference. Confirm business meeting for READS.	NHLA/NELA conference
Nominating Committee	Review list of committee members - fill vacancies	Assemble committee, begin promoting offices	Contact possible candidates	Promote service to committees. Slate and ballot sent by 7/19.		Recruit committee members.
READS-To- Go		Committee Meeting in March		Committee Meeting in June	Committee Meeting in September	Committee Meeting in December