

2018	December - January	February - March	April - May	June - July	August - September	October - November
<b>Date</b>	January 12 - 10AM	March 9 - 10AM	May 11 - 10AM	July 13 - 10AM	September 14 - 10AM	November 9 - 10AM
<b>Executive Board</b>	Reports in advance Set goals for 2018	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.
<b>Membership</b>	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
<b>READS Award of Excellence</b>	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
<b>READS Programs</b>	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 Conference Liaison to finalize program ideas for NHLA/NELA.	Finalize coordination of READS programs at NHLA/NELA.	Finalize any assistance to conference liaison.	Begin planning 2018 roundtable ideas.
<b>Publicity</b>	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.
<b>NHLA Programs - Conference Liaison</b>	Brainstorm ideas to contribute to NHLA conference (during conference years).	Continue to brainstorm ideas to contribute to NHLA conference (during conference years).	Attend NHLA planning sessions as needed NHLA conference (during conference years).	Finalize coordination of READS programs at NHLA (during conference years).	Attend NHLA planning sessions as needed NHLA conference. Confirm business meeting for READS.	NHLA conference (during conference years)
<b>Nominating Committee</b>	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.
<b>READS-To-Go</b>		Committee Meeting in March		Committee Meeting in June	Committee Meeting in September	Committee Meeting in December
<b>Secretary</b>				Distributes ballots (60 days prior to fall business meeting, deadline 2 weeks prior to READS annual business meeting)	Makes copies of business meeting minutes for all attendees at the Fall business meeting.	