

DRAFT

2020	December - January	February - March	April - May	June - July	August - September	October - November
Date	January 10 - 10AM	March 13 - 10AM	May 8 - 5:30pm Lake House Grill	July 10 - 10AM	September 11 - 10AM	November 13 - 10AM
Executive Board	Reports in advance Set goals for 2018 Review and update READS Calendar	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. Transition of new board members.
Membership	Newsletter goes out in December (incl. end-of- year wrap-up and a reminder to renew)	Welcome letter goes out. Newsletter goes out in February.	Newsletter goes out in April.	Newsletter goes out in June.	Newsletter goes out in August.	Newsletter goes out in October.
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.		June 30 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. Notice on website/NHAIS_L	Finalize roundtables, enter event in Wild Apricot, begin planning for Fall Conference, brainstorm ideas to contribute to NHHLA/NELA conference.	Evaluate roundtables, wrap up costs. Work with Conference Liaison to finalize program ideas for NHHLA/NELA.	Finalize coordination of READS programs at NHHLA/NELA.	Finalize any assistance to conference liaison.	Begin planning 2020 roundtable ideas.
Publicity	Inventory supplies	Publicity for Roundtables & nominations	Review publicity for READS presentations at NHHLA Spring Conference		Review any publicity for READS Fall Conference	Press releases - Award of Excellence to NHAIS_L and NHHLA website.
NHHLA Programs - Conference Liaison	Brainstorm ideas to contribute to NHHLA conference (during conference years).	Continue to brainstorm ideas to contribute to NHHLA conference (during conference years).	Attend NHHLA planning sessions as needed NHHLA conference (during conference years).	Finalize coordination of READS programs at NHHLA (during conference years).	Attend NHHLA planning sessions as needed NHHLA conference. Confirm business meeting for READS.	NHHLA conference (during conference years)
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 60 days prior to the Annual Fall Meeting		Recruit committee members.
READS-To-Go		Committee Meeting	Committee Meeting		Committee Meeting	Committee Meeting
Secretary				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.	
Website Coordinator	Post current year READS activities calendar. Update Board Members page.		Add information from spring conference to Resources page.	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.	Post information about READS Award of Excellence recipient. Add information from fall conference to Resources page.