

2021-2022 Committee Calendar Cycle / 2022 – 2023 Committee Calendar Cycle Updated 12/03/21

Month	Tasks	Deadline
Sep. 2021	NASBLA Annual Conference – Pittsburgh, PA	
Oct. 2021	Committee Staff/Chairs send Welcome letter with cycle information to committee membership. Schedule initial teleconference to organize work for 2022.	Send Letter NLT Oct. 16, 2020
Oct. / early Nov. 2021	Committees hold organizational teleconferences; make assignments	NLT Nov. 19, 2021
Nov. 2021	<p>All committees deliver written update report #1 / Winter Executive Board Update.</p> <p>All committees deliver interim reports to board on status of 2021-22 charges. Purpose of board review at this stage is to acknowledge that committee work has begun. This is also the time to identify and request assistance regarding any challenges that may have already arisen; provide any clarification to the board on certain charges; etc.</p>	<p>Deliver to “NASBLA Committee Coordination” Basecamp Project: NLT Nov. 29, 2021</p>
Dec. 2021	Winter Executive Board Meeting	Board in-person meeting: Dec. 6-7, 2021
Dec/Jan 2022	December: Committee staff poll members for travel assistance requests for in-person committee meeting. Committee staff submit names review NLT Jan 7, 2022.	<p>Deliver to “NASBLA Committee Coordination” Basecamp Project: NLT Jan 7, 2022</p> <p>List to be finalized by Jan 12, 2022</p>
Feb 2022	<p>All committees deliver written update report #2 / Spring Executive Board Update.</p> <p>All committees deliver report to board on status of 2021-22 charges. Purpose of board review at this stage is to determine whether charges are tracking, ensure they are valid, and ensure that committees are working cross functionally to accomplish NASBLA’s mission and outcomes.</p>	Deliver to “NASBLA Committee Coordination” Basecamp Project: NLT Feb. 18, 2022

Feb/Mar 2022	<p>Spring Executive Board Meeting</p> <p><i>NOTE: takes place in conjunction with State RBS Workshop / in-person committee meetings</i></p>	Board in-person meeting: March 1, 2022
Mar 2022	<p>State RBS Workshop Lexington, Kentucky Marriott City Center 121 W Vine St, Lexington, KY 40507</p>	March 2 – 3, 2022
Mar 2022	<p>In-person Committee Meetings Lexington, Kentucky Marriott City Center 121 W Vine St, Lexington, KY 40507 (all committees)</p>	March 4, 2022
May 2022	<p>All committees deliver written update report #3 / Summer Executive Board Update.</p> <p>Committees deliver interim reports on:</p> <ul style="list-style-type: none"> charge status and **any potential committee products requiring vote from membership at annual conference.** 	<p>Deliver to “NASBLA Committee Coordination” Basecamp Project: NLT May 27, 2022</p>
June 2022	<p>Summer Executive Board Meeting</p> <p>Board reviews/discusses 2022-2023 charge status. Board resumes review/discussion of outstanding 2022-2023 charge issues, likely charge products requiring vote, Board reports decisions to committees.</p>	Board in-person meeting: June 4-5, 2022
June 2022	<p>Solicitation for 2022 – 2023 Committee <u>Volunteers</u> and <u>Charges</u> announced. (Include Conflict of Interest Forms in application)</p>	<p>Solicitation Announced: June 27, 2022 Solicitation Deadline: July 31, 2022</p>
Aug 2022	<p>NASBLA Committee staff review committee volunteer applications and suggested charges submitted for 2022 -2023.</p> <p>Provide recommendations for committee membership and initial charges to Executive Board via teleconference for approval.</p> <p>(NOTE: further discussion/revisions may be taken up by the board at other times during the cycle as needed/requested by the committee(s))</p>	<p>Send list of volunteers and charges to STAFF for review: August 1, 2022</p> <p>Staff Meeting: Aug 4, 2022</p>
Aug 2022	<p>Proposed charges and rosters sent to board for review:</p>	Aug. 5, 2022
Aug 2022	<p>Committees wrap up 2021-22 cycle work products, develop final committee reports. Post Final reports ,delivered to “NASBLA Committee Coordination” Basecamp Project.</p>	Final Committee Reports Due: August 12, 2022.

Aug 2022	Board convenes via teleconference to review/approve proposed charges and rosters. Vice Chair leads board in identifying/selecting <u>committee chairs</u> for 2022-2023. Vice Chair consults with board members (current and prospective) on assignments for 2022-2023 <u>board liaisons</u> .	Board Teleconference: NLT Aug 23, 2022
Aug 2022	Notify approved committee members and confirm participation for 2022 – 2023 committee year.	NLT Aug 26, 2022
Aug 2022	Post final reports to NASBLA committee webpages.	By August 26, 2022
Aug 2022	Post/announce products requiring vote by NASBLA membership 30-days prior to Business Meeting date.	Announce items to NASBLA members: NLT August 26, 2022
Sep 2022	Committees turn in video/ presentations for NASBLA Annual Conference	Deadline: September 16, 2022
Sep 2022	Fall Executive Board Meeting, Manchester, NH	Board in-person meeting: Sept. 26, 2022
Sep 2022	NASBLA Annual Conference, Manchester, NH - Committee Conference Presentation/ Video - Business Meeting Report (template script). Business meeting <u>rehearsal</u> Sept. 28, 2022. Includes Committee staff, Committee Chairs and Executive Board.	Annual Conference: Sept. 27 – Sep. 30, 2022 Business Meeting: Sept. 29, 2022

NOTE: further discussion/revisions to charge lists may be taken up by the board at other times during the cycle as needed/requested by the committee(s)