



Month	Tasks	Deadline
Sep	<b>Fall Executive Board Meeting @ NASBLA Annual Conference</b>	In-Person Meeting
Sep	<b>NASBLA Annual Conference Business meeting REHERSAL.</b> Includes Executive Board, incumbent committee chairs, and committee staff.	In-Person Meeting
Sep	<b>NASBLA Annual Conference Business meeting</b> <ul style="list-style-type: none"> <li><b>Committee report to membership</b> – Brief, verbal report on current cycle highlights and actionable items, if applicable. Delivered by incumbent committee chairs or designees.</li> <li><b>Committee chairs + board liaisons for new cycle announced by NASBLA Chair.</b></li> </ul>	In-Person Meeting  Chairs & liaisons for new cycle selected at least [xx days/weeks] in advance of Business Meeting 
Oct.	<b>Committee member roster and charge development</b> <ul style="list-style-type: none"> <li>Committee staff receive and begin reviewing committee volunteer lists and newly-submitted charges</li> <li>Committee staff, chair, and board liaison develop recommendations for member roster and charges; provide recommendations to Executive Board</li> </ul>	Receipt of lists no later than Oct. 1  Submit proposed committee members / charges to board NLT Oct. 31
Nov.	<b>Committee member roster and charge reviews/approvals</b> <ul style="list-style-type: none"> <li>Executive Board meets with committee chairs and staff virtually and/or in person to review and approve rosters + charges.</li> </ul>	Conduct by early Nov.
Nov.	<b>Committee Welcome Letter + Important Information</b> <ul style="list-style-type: none"> <li>Welcome letter with cycle information developed by committee staff in consultation with committee chair and sent to committee membership.</li> </ul>	NLT Nov. 30
Nov.	<b>Winter Executive Board Meeting</b>	In-Person Meeting
Nov./Dec.	<b>Kick-off Meetings + Polling for In Person Meeting</b> <ul style="list-style-type: none"> <li>Schedule and hold initial teleconference with full committee to review charges, make assignments for charge leaders and charge workgroups.</li> <li>Poll members for travel assistance requests for in-person committee meeting.</li> </ul>	NLT Dec. 31  Begin soliciting travel needs NLT Dec. 31; submit requests for approval NLT mid-Jan.

Jan.	<b>Committee update report #1 to Executive Board</b> <ul style="list-style-type: none"> <li>Committee staff, in consultation with committee chair, develops and delivers written interim report to board on status of cycle charges. Purposes are to acknowledge committee work has begun; identify and request assistance for any challenges that may have already arisen; and provide any clarification to the board on certain charges; etc.</li> </ul>	Deliver written report from status report template NLT Jan. 31
Jan.	<b>Approval of state committee members' travel assistance requests.</b>	List to be approved by Jan 15
Feb/Mar	<b>Spring Executive Board Meeting   Lexington, KY</b> <b>State RBS Workshop   Lexington, KY</b> <b>In-person Committee Meetings   Lexington, KY</b>	In-Person Meeting
April	<b>Committee update report #2 to Executive Board.</b> <ul style="list-style-type: none"> <li>Committee staff, in consultation with committee chair, develops and delivers written report to board on status of charges following in-person meeting. Purposes of board review at this stage are 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.</li> </ul>	Deliver written report NLT April 30
July	<b>Committee update report #3 to Executive Board.</b> <ul style="list-style-type: none"> <li>Committee staff, in consultation with committee chair, develops and delivers written report to board on status of charges; any potential committee products requiring vote from membership at annual conference; and projections for final report.</li> </ul>	Deliver written report NLT July 31 for board action at Summer meeting
July	<b>Committee volunteer / charges solicitation for next cycle</b> (with conflict-of-interest form/disclosures in online application)	Announce solicitation NLT July 1. Solicitation Deadline: Sep. 30
Aug	<b>Summer Executive Board Meeting</b> <ul style="list-style-type: none"> <li>Board reviews/discusses charge statuses, outstanding issues, and charge products that will require vote by NASBLA membership.</li> <li>Board reports decisions to committees.</li> <li>Vice Chair leads board in identifying/selecting <u>committee chairs</u> for next committee cycle, and consults with board members (current and prospective) on assignments for <u>board liaisons</u>.</li> </ul>	In-Person Meeting, with <b>report back to committees</b> on actions taken within [x days] of meeting adjournment 

Aug	<b>Final Committee Reports Due</b> <ul style="list-style-type: none"> <li>• Charge teams wrap up cycle work products;</li> <li>• Committee staff, in consultation with committee chair and teams, develop final committee report summarizing cycle activity.</li> <li>• Post final report to NASBLA committee webpage</li> </ul>	Final Committee Reports Due: Aug. 15  Post report NLT 30 days before NASBLA Annual Conference Business Meeting
Aug	<b>Items Requiring a Membership Vote</b> <ul style="list-style-type: none"> <li>• Post/announce products requiring vote by NASBLA membership 30-days prior to Business Meeting date.</li> </ul>	Post/announce availability of product(s) NLT 30 days before Business Meeting
Sep	<b>Committee presentations for NASBLA Annual Conference</b> <ul style="list-style-type: none"> <li>• Committee prepares conference presentation (video, PPT, and/or script for in-person delivery at session)</li> <li>• Committee staff, in consultation with committee chair, prepares script for Business Meeting report on committee activity</li> </ul>	Deliver NLT 1 week prior to conference session  Have ready for review at Business Meeting rehearsal

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)