

2019-2020 Committee Cycle (from October 2019) / 2020 – 2021 Committee Cycle

Month	Tasks	Deadline
Oct. 2019 <b>Completed</b>	Member and charge recommendations delivered to Executive Board for approval.	Board Teleconference w/staff: conducted <b>Oct. 24, 2019</b>
Nov. 2019 <b>Completed</b>	Committees prepared written status reports for board’s winter meeting. Status updates and additional charge and member roster were recommendations approved by board.	Board in-person meeting conducted <b>Nov. 13-14, 2019</b>
Nov.-Dec. 2019 <b>Completed</b>	Committees schedule / hold organizational teleconferences; make assignments	Conducted <b>Dec. 11, 2019</b>
Dec. 2019 thru Jan. 2020	Committees continue 2019-20 charge work.	
Feb 2020 <b>Completed</b>	All committees prepare / deliver <b>interim reports</b> to board on status of 2019-20 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.	Delivered to board, <b>Feb. 14, 2020</b>
Feb 2020	<b>Spring Executive Board Meeting   Lexington, Kentucky</b>	Feb. 25, 2020
Feb 2020	<b>State RBS Workshop   Lexington, Kentucky</b>	Feb 26-27, 2020
Feb 2020	<b>In-person Committee Meetings   Lexington, Kentucky</b> (Enforcement, ERAC, VIRT, Paddlesports in LEX; Education & Outreach meeting scheduled for April 4-5, 2020 (Glendale, AZ)	<b>Feb 28, 2020</b>
March thru June 2020	Committees continue 2019-2020 charge work.	
July 2020	All committees prepare deliver <b>interim reports to board</b> on: charge status and any potential committee products requiring vote from membership at annual conference <b>AND</b> preliminary recommendations for 2021 charge ideas to board for first review.	<b>Deliver report to Board: NLT July TBD, 2020</b>

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July 2020	<p><b>Summer Executive Board Meeting   Lexington, Kentucky</b></p> <p>Board liaisons give verbal report to board on their respective committees and lead discussions on 2019-2020 charge status and 2020-2021 charge ideas. Board resumes review/discussion of outstanding 2019-2020 charge issues, likely charge products requiring vote; board reports decisions to committees.</p>	Board in-person meeting/committee review: tentative wk. of July 20, 2020
July 2020	<p>Solicitation for 2020 – 2021 Committee <u>Volunteers</u> and <u>Charges</u> announced.</p> <p>Committees continue 2019-20 charge work.</p>	Solicitation announced: July 1, 2020 / deadline: July 31, 2020
August 2020	<p>Committees wrap up 2019-20 cycle work products, develop final committee reports. Deliver to Executive Board. (See below for video delivery deadline)</p> <p>Post final reports to NASBLA website / committee products page</p>	<p>Final Committee (written) Reports due to board: <b>Aug. 14, 2020</b></p> <p>Post by <b>Aug. 17, 2020</b></p>
August 2020	Post/announce products requiring vote by NASBLA membership 30-days prior to annual Business Meeting date.	Announce items to NASBLA members: <b>NLT Aug. 27, 2020</b>
August 2020	<p>NASBLA committee staff review committee volunteer applications and suggested charges submitted for 2020 -2021.</p> <p>Provide <b>recommendations for committee membership and initial charges</b> to Executive Board via teleconference for approval.</p>	<p>Staff teleconference: <b>NLT Aug. 21, 2020</b></p> <p>Board teleconference: <b>NLT Aug. 31, 2020</b></p>
August 2020	Vice Chair leads board in identifying/selecting <u>committee chairs</u> for 2020-2021. Vice Chair consults with board members (current and prospective) on assignments for 2020-2021 <u>board liaisons</u> .	
Sept 2020	<b>Notify approved committee members and confirm participation for 2020 – 2021 committee year.</b>	<b>NLT Sept. 11, 2020</b>
Sept 2020	Committees turn in <b>videos</b> for NASBLA Annual Conference video presentations	<b>Video delivery deadline: September 18, 2020</b>
Sept 2020	<b>Fall Executive Meeting, Manchester, New Hampshire</b>	Board in-person meeting: Sept. 26, 2020

Month	Tasks	Deadline
Sept 2020	<b>NASBLA Annual Conference (New Hampshire)</b> - Committee Annual Presentation/ Video - Business Meeting Report  <b>Business meeting agenda review/rehearsal for committee staff, chairs, and Executive Board, Sun., Sept. 27, 2020</b>	<b>Annual Conference and Business Meeting: Sept. 27-30, 2020</b>

**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)