

NAAE Committee Leadership Timeline

Approximate Date	Person Responsible	Action(s) Required	Follow-Up Needed	Tools and Resources Used
November 1st	Staff	<ul style="list-style-type: none"> Recruit New Members 	<ul style="list-style-type: none"> Send blast email to NAAE membership by November 1st. Use appropriate channels to promote November & December. 	<ul style="list-style-type: none"> Updated Membership emails Constant Contact HTML service Social media channels, etc.
November 15th	Committee Chair Board Consultant	<ul style="list-style-type: none"> Develop agenda for NAAE Convention Discussion Forum meeting. 	<ul style="list-style-type: none"> Post Agenda to Committee Specific DropBox 	<ul style="list-style-type: none"> Committee Specific DropBox
NAAE Convention	Committee Chair Secretary	<ul style="list-style-type: none"> Conduct NAAE Convention Discussion Forum <p>*Goal: To inform membership of what the committee has been working on over the last</p>	<ul style="list-style-type: none"> Collect feedback and ideas from membership and post to Dropbox (committee specific). Prepare short bullet points from the discussion and the 	<ul style="list-style-type: none"> Convention Wifi Committee Specific DropBox

		year and to get feedback from the membership on specific items of interest or importance.	work of the committee and prepare to present on Friday at the closing session of NAAE Convention.	
Final Session of NAAE Convention	Committee Chair	<ul style="list-style-type: none"> Present to NAAE membership at the final NAAE Business session. 	<ul style="list-style-type: none"> Share the big topics from your committee's discussion forum and the work of the committee during the year. 	<ul style="list-style-type: none"> Bulleted list of topics
Immediately following NAAE Convention	Staff	<ul style="list-style-type: none"> Update changes in staff, board, etc. in back-office operations of committees. 	<ul style="list-style-type: none"> Switch application notifications for Board Consultants, Chairs, and Secretaries in Alchemer Update Website with Board & Staff Changes Test application notifications and confirm receipt. 	<ul style="list-style-type: none"> Online Application through Alchemer NAAE Website NAAE DropBox NAAE Database
December	Board Consultant Committee Chair Secretary	<ul style="list-style-type: none"> Determine virtual meeting date within committee 	<ul style="list-style-type: none"> Finalize date and time and share with committee leadership. 	<ul style="list-style-type: none"> Committee DropBox Access Doodle Poll

	Staff Consultant	leadership.	<ul style="list-style-type: none"> Staff Consultant create Zoom link and provide to committee leadership. 	<ul style="list-style-type: none"> Zoom
January	Committee Chair and/or Secretary	<ul style="list-style-type: none"> Communicate Zoom information to the full committee. 	<ul style="list-style-type: none"> Send a reminder to the full committee at least two weeks prior to the meeting date. Send a reminder to full committee at least three days before and the morning of the meeting. *Goal – at least three notifications to the full committee 	<ul style="list-style-type: none"> Updated full committee contact list with applicants.
January	Board Consultant Committee Chair Secretary Staff	<ul style="list-style-type: none"> Develop meeting agenda 	<ul style="list-style-type: none"> Post meeting agenda and additional documents as needed in DropBox no later than two weeks prior to the meeting date. 	<ul style="list-style-type: none"> Committee Specific DropBox
January	Committee Chair Secretary	<ul style="list-style-type: none"> Conduct election of new members and 	<ul style="list-style-type: none"> Staff update applications and 	<ul style="list-style-type: none"> Full committee list with candidates.

	Board Consultant Staff	committee chair and secretary positions.	<p>MOUs submitted into the database.</p> <ul style="list-style-type: none"> • Staff provide updated list of candidates for election purposes. • Staff conduct election of new candidates prior to the winter meeting by using online voting ballot. Staff will provide results to board consultant and chair and secretary prior to winter meeting. • In the case of committee chair, secretary, and member run-offs, the Board Consultant and Staff should manage the voting process through electronic ballots. • Update access to DropBox if applicable 	<ul style="list-style-type: none"> • Electronic ballots for Committee Chair, Secretary, and/or member positions.
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January	Committee Chair Secretary Board Consultant	<ul style="list-style-type: none"> Facilitate Committee Meeting 	<ul style="list-style-type: none"> Chair should facilitate the meeting using the agenda Secretary should take roll call and minutes during the meeting. 	<ul style="list-style-type: none"> Zoom Meeting Agenda Updated Full Committee List
Jan./Feb.	Committee Chair, Secretary, and or Board Consultant	<ul style="list-style-type: none"> Provide minutes of the meeting. 	<ul style="list-style-type: none"> Secretary finalizes minutes and sends to board and staff consultant within a week of the completion of the meeting. Staff Consultant makes PDF of minutes (reformat as needed) and saves in the Committee DropBox. Staff Consultant sends DropBox link of minutes to the entire committee, including ex-officio members. 	<ul style="list-style-type: none"> Committee Specific DropBox Updated Full Committee Contact List
Immediately following January	Staff	<ul style="list-style-type: none"> Update Committee Contact List 	<ul style="list-style-type: none"> Staff update committee contact list 	<ul style="list-style-type: none"> NAAE Database Election results

Virtual Committee Meeting			in the database.	
Prior to Winter Board of Directors Meeting	Staff/CEO	<ul style="list-style-type: none"> Provide minutes from regional discussion forums to NAAE Board of Directors. 	<ul style="list-style-type: none"> CEO links minutes of each committee to DropBox for access for NAAE Board of Directors. 	<ul style="list-style-type: none"> Access to NAAE BOD DropBox
Prior to Winter Board Meeting	Board Consultant	<ul style="list-style-type: none"> Create an agenda for the Board Committee meeting which will be held during the winter NAAE Board Meeting. 	<ul style="list-style-type: none"> Provide call in information and confirm the chair's availability for the full NAAE Board committee meeting. 	<ul style="list-style-type: none"> Email BOD Specific DropBox Template for Board Committee Agenda.
Prior to Winter Board Meeting	President Elect	<ul style="list-style-type: none"> Arrange for committee chairs participation in the full Board committee meeting that occurs at the winter NAAE Board Meeting. 	<ul style="list-style-type: none"> Arrange for committee chairs to call in to the winter Board Meeting. Provide call in information. Board consultant will confirm information 	<ul style="list-style-type: none"> Email Committee Specific DropBox Zoom or call in information

			with the committee chair.	
Winter NAAE Board Meeting	Board Consultant	<ul style="list-style-type: none"> Chair the NAAE Board Full Committee meeting. 	<ul style="list-style-type: none"> Board consultant chairs the call in as the “Board Committee” of the standing committee. Another board member will take minutes and provide them to the Board consultant. Committee chair attends meeting and provides additional information if needed. The Board consultant reformats the minutes using the Board Committee Report Template and posts the Board committee report to their respective Committee Specific DropBox. Board approves the 	<ul style="list-style-type: none"> BOD Specific DropBox Conference Call Board Committee Report Template.

			<p>committee reports as posted. The consultants will present the committee reports on the second day.</p> <ul style="list-style-type: none"> • Staff will link official approved committee report to the Committee DropBox. • Board consultant sends out approved board committee report to full committee to notify the committee of the actions taken by the Board of Directors. 	
Prior to the earliest Regional Conference	Committee Chair and Board Consultant	<ul style="list-style-type: none"> • Prepare “discussion points” for Regional Conference committee forums. 	<ul style="list-style-type: none"> • Board Consultant provides list of 2-3 discussion items to staff. • Staff compiles distributes to regional conferences. 	<ul style="list-style-type: none"> • Committee Specific DropBox • Regional Specific DropBox

Regional Conferences	Regional Vice Presidents	<ul style="list-style-type: none"> Provides time during Regional Conference for Regional Committee Discussion forums. 	<ul style="list-style-type: none"> Provides discussion points to regional meeting attendance and provides time for discussion forums. Ensure proper minutes are collected from discussion forums and provide minutes to NAAE staff within two weeks of the completion of the Regional meeting. 	<ul style="list-style-type: none"> Compiled list of discussion points from staff. Minutes from discussion forums.
After the last Regional Conference	Committee chair and Board Consultant	<ul style="list-style-type: none"> Review discussion from regional conferences. 	<ul style="list-style-type: none"> Committee chair and Board consultant collaboratively identify priority items from regions. 	<ul style="list-style-type: none"> Minutes from discussion forums held at Regional Conferences. Regional Specific DropBox access
By July 15th	Board Consultant Committee Chair Committee Secretary Staff Consultant	<ul style="list-style-type: none"> Determine virtual meeting date within committee leadership. 	<ul style="list-style-type: none"> Committee leadership finalize date and time and share with full committee. Staff consultant 	<ul style="list-style-type: none"> Zoom Full committee contact list

			create Zoom link and provide to committee leadership.	
By August 5th	Board Consultant Committee Chair Committee Secretary	<ul style="list-style-type: none"> Develop meeting agenda 	<ul style="list-style-type: none"> Post meeting agenda and additional documents as needed in the Committee DropBox no later than two weeks prior to the meeting date. 	<ul style="list-style-type: none"> Committee DropBox access
Prior to Summer Virtual Committee Meeting	Committee Chair and/or Secretary	<ul style="list-style-type: none"> Communicate Zoom information to the full committee. 	<ul style="list-style-type: none"> Send a reminder to the full committee at least two weeks prior to the meeting date. Send a reminder to full committee at least three days before and the morning of the meeting. *Goal – at least three notifications to the full committee 	<ul style="list-style-type: none"> Zoom link from Staff Consultant Full committee contact list Update full committee list with applicants (if applicable).
Prior to the Summer Board Meeting	Committee Chair Committee Secretary	<ul style="list-style-type: none"> Facilitate Committee Meeting 	<ul style="list-style-type: none"> Chair should facilitate the meeting using the agenda 	<ul style="list-style-type: none"> Zoom Meeting Agenda Updated Full

(Early-to mid-August)	Board Consultant		<ul style="list-style-type: none"> Secretary should take roll call and minutes during the meeting. 	Committee List
Prior to Summer Board meeting.	Committee Secretary Staff Consultant	<ul style="list-style-type: none"> Provide minutes of the meeting to full committee. 	<ul style="list-style-type: none"> Secretary finalizes minutes and sends to Board and Staff Consultant within a week of the completion of the meeting. Staff Consultant makes PDF of minutes (reformat as needed) and saves in the Committee DropBox. Staff Consultant sends DropBox link of minutes to the entire committee, including ex-officio members. 	<ul style="list-style-type: none"> Minutes of meeting Committee DropBox access Updated Full Committee Contact List
Prior to Summer Board meeting.	Staff/CEO	<ul style="list-style-type: none"> Provide minutes from regional discussion forums to NAAE Board of Directors. 	<ul style="list-style-type: none"> CEO links minutes of each committee to DropBox for access for NAAE Board of Directors. 	<ul style="list-style-type: none"> Access to NAAE BOD DropBox

Prior to Summer Board meeting.	Board Consultant	<ul style="list-style-type: none"> Create an agenda for the Board Committee meeting which will be held during the summer NAAE Board Meeting. 	<ul style="list-style-type: none"> Create agenda and post to Committee DropBox Provide call in information and confirm the chair's availability for a the full NAAE Board committee meeting. 	<ul style="list-style-type: none"> Zoom or call-in information Committee DropBox access NAAE BOD DropBox access Template for Board Committee Agenda
Prior to Summer Board meeting.	President Elect	<ul style="list-style-type: none"> Arrange for committee chairs participation in the full Board committee meeting that occurs at the summer NAAE Board Meeting. 	<ul style="list-style-type: none"> Arrange for committee chairs to call in to the summer Board Meeting. Provide call in information. Board consultant will confirm information with the committee chair. 	<ul style="list-style-type: none"> Updated Committee Chair Contact List BOD Meeting Agenda Zoom or call-in information
Summer Board of Directors Meeting (August/Sept.)	Board Consultant	<ul style="list-style-type: none"> Chair the NAAE Board Full Committee meeting. 	<ul style="list-style-type: none"> Board consultant is the chair of the "Board Committee" of the standing committee. Another board 	<ul style="list-style-type: none"> Committee DropBox access NAAE BOD DropBox access Zoom or call-in

			<p>member will take minutes and provide them to the Board consultant.</p> <ul style="list-style-type: none"> • Committee chair attends meeting and provides additional information if needed. • The Board consultant submits Committee Report and posts the Board committee report to their respective Board DropBox. • The consultants will present the committee reports on the second day of the BOD meeting. Board approves the committee reports as posted. • Staff will link official approved committee report to the Committee DropBox. 	<p>information</p> <ul style="list-style-type: none"> • Board Committee Report Template. • Updated Full committee contact list.
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			<ul style="list-style-type: none"> Board consultant sends out approved board committee report to full committee to notify the committee of the actions taken by the Board of Directors. 	
As needed	Committee Chair Board Consultant Staff Consultant	Calls special meetings.		