

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 submit 	<ul style="list-style-type: none"> Convention Wifi Committee Specific DropBox

		year and to get feedback from the membership.	to staff by Friday at 10:00 am for inclusion in Friday's closing session.	
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. 	<ul style="list-style-type: none"> Bulleated 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 Staff Consultant	<ul style="list-style-type: none"> Determine virtual meeting date within committee leadership. 	<ul style="list-style-type: none"> Finalize date and time and share with committee leadership. Staff Consultant create Zoom link and provide to committee 	<ul style="list-style-type: none"> Committee DropBox Access Doodle Poll Zoom

			leadership.	
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	<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 one week prior to the meeting date. 	<ul style="list-style-type: none"> Committee Specific DropBox
January	Committee Chair Secretary Board Consultant Staff	<ul style="list-style-type: none"> Conduct election of new members and committee chair and secretary positions. 	<ul style="list-style-type: none"> Staff update applications and MOUs submitted into the database. Staff provide updated list of candidates for 	<ul style="list-style-type: none"> Full committee list with candidates. Electronic ballots in case of run-offs for Committee Chair, Secretary, or

			<p>election purposes.</p> <ul style="list-style-type: none"> 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 	<p>member positions.</p>
January	<p>Committee Chair Secretary Board Consultant</p>	<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.	<p>Committee Chair, Secretary, and or Board Consultant</p>	<ul style="list-style-type: none"> Provide minutes of the meeting. 	<ul style="list-style-type: none"> Secretary finalizes minutes and sends to board consultant within a week of the completion of the meeting. Send minutes to the 	<ul style="list-style-type: none"> Committee Specific DropBox Updated Full Committee Contact List

			entire committee, including ex-officio members.	
Immediately following January Virtual Committee Meeting	Staff	<ul style="list-style-type: none"> Update Committee Contact List 	<ul style="list-style-type: none"> Staff update committee contact list in the database. 	<ul style="list-style-type: none"> NAAE Database Election results
Prior to Winter Board Meeting	Staff	<ul style="list-style-type: none"> Link minutes of each committee to the NAAE BOD DropBox. 	<ul style="list-style-type: none"> Staff may reformat as needed. 	<ul style="list-style-type: none"> BOD Specific 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 a 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 	<ul style="list-style-type: none"> Arrange for committee chairs to call in to the winter 	<ul style="list-style-type: none"> Email Committee Specific DropBox

		<p>full Board committee meeting that occurs at the winter NAAE Board Meeting.</p>	<p>Board Meeting.</p> <ul style="list-style-type: none"> • Provide call in information. • Board consultant will confirm information with the committee chair. 	<ul style="list-style-type: none"> • Zoom or call in information
<p>Winter NAAE Board Meeting</p>	<p>Board Consultant</p>	<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 	<ul style="list-style-type: none"> • BOD Specific DropBox Conference Call • Board Committee Report Template.

			<p>the Board committee report to their respective Committee Specific DropBox.</p> <ul style="list-style-type: none"> • Board approves the committee reports as posted. The consultants will present the committee reports on the second day. 	
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 	<ul style="list-style-type: none"> • Compiled list of discussion points from staff. • Minutes from discussion forums.

			discussion forums and provide minutes to NAAE staff.	
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 create Zoom link and provide to committee leadership. 	<ul style="list-style-type: none"> Zoom Full committee contact list
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 one week prior to the meeting date. 	<ul style="list-style-type: none"> Committee DropBox access

<p>Prior to Summer Virtual Committee Meeting</p>	<p>Committee Chair and/or Secretary</p>	<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).
<p>Prior to the Summer Board Meeting (Early-to mid-August)</p>	<p>Committee Chair Committee Secretary Board Consultant</p>	<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
<p>Prior to Summer Board meeting.</p>	<p>Committee Secretary Staff Consultant</p>	<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 Staff Consultant within a week of the completion of the meeting. Staff Consultant 	<ul style="list-style-type: none"> Minutes of meeting Committee DropBox access Updated Full Committee Contact List

			<p>makes PDF of minutes (reformat as needed) and saves in the Committee DropBox.</p> <ul style="list-style-type: none"> • Staff Consultant sends DropBox link of minutes to the entire committee, including ex-officio members. 	
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 Boardable for access for NAAE Board of Directors. 	<ul style="list-style-type: none"> • DropBox access
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	President Elect	<ul style="list-style-type: none"> • Arrange for 	<ul style="list-style-type: none"> • Arrange for 	<ul style="list-style-type: none"> • Updated

Board meeting.		committee chairs participation in the full Board committee meeting that occurs at the summer NAAE Board Meeting.	committee chairs to call in to the summer Board Meeting. <ul style="list-style-type: none"> • Provide call in information. • Board consultant will confirm information with the committee chair. 	Committee Chair Contact List <ul style="list-style-type: none"> • BOD Meeting Agenda • Zoom or call-in information
Summer Board 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 member will take minutes and provide them to the Board consultant. • Committee chair attends meeting and provides additional information if needed. • The Board consultant submits Committee Report and posts the Board committee 	<ul style="list-style-type: none"> • Committee DropBox access • NAAE BOD DropBox access • Zoom or call-in information • Board Committee Report Template. • Updated Full committee contact list.

			<p>report to their respective Board DropBox.</p> <ul style="list-style-type: none"> • 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. • 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.		