



# 2023-2025 Master Calendar

*NOTE: At least 30 days prior to each Executive Board meeting, Council Committee Chairs must submit reports to Council Chairs and Standing Committee Chairs must submit reports to the Conference Chair for review. All meeting documents are distributed by the Executive Director (ED) to Board members in advance of each meeting.*

## April 2023

- 24-28: Biennial Meeting in Houston, TX

## May 2023

- Post Biennial Meeting Reports/Tasks
- Council and Standing Committee Volunteer Application period opens online for 30 days; blast email announcement sent to all members
- Finalize completion of Issue Recommendations with Assembly of Delegate action

## June 2023

- Committee Member Volunteer Application period closes
- 12: Conference Issue Recommendations sent to federal agencies
- Selection process for Committee Chairs:
  - Council Committee Chairs nominated by Council Chairs
  - Standing Committee Chairs selected by Conference Chair
  - Conference Chair confirms that all nominees accept the role/responsibilities and have employer support

## July 2023

- Selection process for Standing and Council Committees:
  - Proposed Committee rosters created by Committee Chairs from the volunteer application list
  - Proposed committee rosters submitted to Council Chair and Conference Chair for preliminary approval
  - Council and Standing Committee membership/roster recommendations due for Executive Board review and approval at the August Board meeting

## August 2023

- 14-17: Strategic Plan Meeting
- Executive Board Meeting (Virtual)
  - Standing and Council Committee membership rosters approved by Executive Board

## September to December 2023

- 2027 Biennial Meeting site visitations, Midwest Region; Contract negotiations for approval by the Executive Board

## February 2024

- 26: Periodic Reports due from all Committee chairs 30 days prior to Executive Board Meeting

## March 2024

- 26-28: Executive Board meeting in Denver, CO

## April - June 2024

## July 2024

- 1: Council application period opens and blast email announcement sent to all members open
- 2025 Biennial Meeting Sponsorship and Donor online applications open

## August 2024

- 1: Council application period closes
- Council application review and nominees selected by Council Chairs for Executive Board approval (Nominees due 30 days prior to Executive Board Meeting)

## September 2024

- Periodic Reports due from all Committee chairs 30 days prior to Executive Board Meeting
- Issue Chair's conference call with Council and Standing Committee Chairs and Co-Chairs

## October 2024

- 9: Executive Board Meeting (Virtual)
- Council members approved by Executive Board
- Draft 2025 Registration Packet and Sponsor/Donor pricing and benefits available for Board review
- Notification to Council applicants
- 2025 Issue submission guidelines released
- 30: Mandated date for distribution of Biennial Meeting Registration Packets and Delegate Letters (150 days before biennial meeting); online registration opens and blast email announcement sent to all members

## November 2024

- 1: Final Committee Reports and prospective Committee Issues due to Council Chairs for preliminary review (Standing Committees submit documents to Conference Chair and Executive Director for Review)
- 8: Council Chairs and Conference Chair/Executive Director complete their review of reports and Issues and provide feedback to Committee Chairs
- 18: Revised Final Committee Reports and Issues submitted to Issue Chairs for preliminary review and comment.
- 24: Issue Submission opens online

## December 2024

- 24: Issue Submission closes (mandated not less than 90 days before biennial meeting)

## January 2025

- 15: Deadline for submitting Official State Delegate Voting Form

## February 2025

- 12: Target date for Issue Committee to finalize review of Issues and assign each to a Council for deliberation
- 19: Mandated date for Issue Packets to be made available by Director (40 days before biennial meeting)

## March 2025

- 24-28: Biennial Meeting in Denver, CO