



NAAE Committee Leadership Timeline

(updated: 02-01-2021)

Approximate Date	Person Responsible	Action(s) Required	Follow-Up Needed	Tools and Resources Used
11/1	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. Post on Social Media and MMM throughout November & December. 	<ul style="list-style-type: none"> Membership emails
11/15	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 COP 	<ul style="list-style-type: none"> CoP
NAAE Convention	Committee Chair Secretary	<ul style="list-style-type: none"> Conduct NAAE Convention Discussion Forum <p><i>*Goal: To inform membership of what the committee has been working on over the last year and to get feedback from the membership.</i></p>	<ul style="list-style-type: none"> Collect feedback and ideas from membership and post to CoP group. Prepare short bullet points from the discussion and submit to staff by Friday at 2:00 pm for inclusion in Saturday's session. 	<ul style="list-style-type: none"> Convention Wifi CoP

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"> 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 SurveyGizmo Update CoP with Board & Staff Changes Test application notifications and confirm receipt. 	<ul style="list-style-type: none"> Survey Gizmo Application NAAE Website NAAE CoP NAAE Database
January	Board Consultant Committee Chair Secretary Staff	<ul style="list-style-type: none"> Determine virtual meeting date within committee leadership. 	<ul style="list-style-type: none"> Committee Chair finalize date and time and share with committee leadership and post on CoP committee page. Staff create Zoom link with registration and provide to committee leadership. 	<ul style="list-style-type: none"> CoP Doodle Poll
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 on CoP no later than one week prior to the meeting 	<ul style="list-style-type: none"> CoP

			date.	
January	Board Consultant	<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. <i>*Goal – at least three notifications to the full committee</i> 	<ul style="list-style-type: none"> Update full committee list with applicants.
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 election purposes. In the case of committee chair, secretary, and member run-offs, the Board Consultant and Staff should manage the voting process through electronic ballots. 	<ul style="list-style-type: none"> Full committee list with candidates. Electronic ballots in case of run-offs for Committee Chair, Secretary, or member positions.
January	Committee Chair Secretary Board Consultant	<ul style="list-style-type: none"> Facilitate Committee Meeting 	<ul style="list-style-type: none"> Secretary should take minutes during the meeting. 	<ul style="list-style-type: none"> Zoom meeting platform
January/Febr	Committee Chair,	<ul style="list-style-type: none"> Provide minutes of the 	<ul style="list-style-type: none"> Secretary finalizes 	<ul style="list-style-type: none"> CoP

uary	Secretary, and or Board Consultant	meeting.	minutes and post to CoP committee page within a week of the completion of the meeting. <ul style="list-style-type: none"> Send minutes (or link to the ones posted on CoP) to the entire committee, including ex-officio members. 	<ul style="list-style-type: none"> Updated Full Committee Contact List
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 private CoP NAAE Winter Board meeting page. 	<ul style="list-style-type: none"> Staff may reformat as needed. 	<ul style="list-style-type: none"> CoP
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 COP 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 	<ul style="list-style-type: none"> Email CoP Zoom or call in information

			confirm information with the committee chair.	
Winter NAAE Board Meeting	Board Consultant	<ul style="list-style-type: none"> Facilitate the NAAE Board Full Committee meeting. 	<ul style="list-style-type: none"> Board consultant runs 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 CoP page. Board consultant links report from committee space to the winter Board meeting CoP space. (IMPORTANT: The actual committee report must be hosted on the 	<ul style="list-style-type: none"> CoP Conference Call Board Committee Report Template.

			<p>Committee CoP space)</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 and posts to the Regional CoP pages. 	<ul style="list-style-type: none"> COP Regional CoP pages
Regional Conferences	Board Consultant	<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. 	<ul style="list-style-type: none"> Compiled list of discussion points from 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.
By July 15th	Board Consultant Committee Chair Secretary Staff	<ul style="list-style-type: none"> Determine virtual meeting date within committee leadership. 	<ul style="list-style-type: none"> Committee Chair finalize date and time and share with committee leadership. Staff create Zoom link with registration and provide to 	<ul style="list-style-type: none"> Zoom Full committee list

			committee leadership.	
By August 1st	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 on CoP no later than one week prior to the meeting date. 	<ul style="list-style-type: none"> CoP
Prior to Summer Virtual Committee Meeting	Board Consultant	<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. <i>*Goal – at least three notifications to the full committee</i> 	<ul style="list-style-type: none"> Update full committee list with applicants.
Prior to the Summer Board Meeting	Committee Chair Secretary Board Consultant	<ul style="list-style-type: none"> Facilitate Committee Meeting 	<ul style="list-style-type: none"> Secretary should take minutes during the meeting. 	<ul style="list-style-type: none"> Zoom meeting platform
Prior to Summer Board meeting.	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 post to CoP committee page within a week of the completion of the meeting. Send minutes (or link to the ones posted 	<ul style="list-style-type: none"> CoP Updated Full Committee Contact List

			on CoP) to the entire committee, including ex-officio members.	
Prior to Summer Board meeting.	Staff	<ul style="list-style-type: none"> • Link minutes of each committee to the private CoP NAAE Summer Board meeting page. 	<ul style="list-style-type: none"> • Staff may reformat as needed. 	<ul style="list-style-type: none"> • CoP
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"> • 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 • COP • 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"> • Email • CoP • Zoom or call in information
Summer Board Meeting	Board Consultant	<ul style="list-style-type: none"> • Facilitate the NAAE Board Full Committee meeting. 	<ul style="list-style-type: none"> • Board consultant runs the call in as the "Board Committee" of the standing committee. • Another board member will take minutes and provide them to the Board 	<ul style="list-style-type: none"> • CoP • Conference Call • Board Committee Report Template.

			<ul style="list-style-type: none"> 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 CoP page. ● Board consultant links report from committee space to the winter Board meeting CoP space. (IMPORTANT: The actual committee report must be hosted on the Committee CoP space) ● Board approves the committee reports as posted. The consultants will present the committee reports on the second day. 	
As needed	Committee Chair	Calls special meetings.		