

2024	December - January	February - March	April - May	June - July	August - September	October - November
Date	January 12 - 10AM	March 8 - 10AM	May 10 - 10AM	July 12 - 10AM	September 13 - 10AM	October 11, ABM November 8 - 10AM
Executive Board	Reports in advance. Set goals for 2024 Review and update READS Calendar.	Reports in advance. Review & vote on proposed budget.	Reports in advance.	Reports in advance.	Reports in advance. Plan business meeting session. Review and update Handbook and Transition Guide.	Reports in advance. Incoming and outgoing boards. Year in review. Transition of new board members.
Membership	Welcome letter goes out to new members. Newsletter goes out in December (incl. end-of year wrap-up and a reminder to renew).	Welcome letter goes out to new members. Newsletter goes out in February.	Welcome letter goes out to new members. Newsletter goes out in April.	Welcome letter goes out to new members. Newsletter goes out in June.	Welcome letter goes out to new members. Newsletter goes out in August.	Welcome letter goes out to new members. Newsletter goes out in October.
READS Award of Excellence (Past President)	Post nomination form and criteria on website. Fill committee slots.	Send notice that form and criteria available. Start publicity for nominations.		June 30 deadline for nominations.	Review and select winner; notify all nominees and engrave plaque.	Purchase gift. Award presentation at fall conference. Review and edit nomination form.
READS Programs	Decide roundtable topic. Schedule roundtables, set budget. Notice on website/NHAIS_L.	Finalize roundtables, enter event in Wild Apricot. Begin planning for Fall Conference. Brainstorm ideas to contribute to NHLA/NELA Conference.	Evaluate roundtables, wrap up costs. Work with Conference Liaison to finalize program ideas for NHLA/NELA.	Finalize coordination of READS programs at NHLA/NELA.	Finalize any assistance to conference liaison.	Begin planning 2025 roundtable ideas.
Publicity	Inventory supplies.	Publicity for Roundtables & nominations.	Review publicity for READS presentations at NHLA Spring Conference.		Review any publicity for READS Fall Conference.	Press releases - Award of Excellence to NHAIS_L and NHLA website.
Vice President - Conference Committee Liaison	Attend NHLA Conference Committee meetings as needed.	Attend NHLA Conference Committee meetings as needed.	Attend NHLA Conference Committee meetings as needed.	Finalize coordination of READS programs at NHLA (during conference years).	Attend NHLA Conference Committee meetings as needed. Confirm business meeting for READS.	Attend NHLA Conference Committee meetings as needed.
Nominating Committee	Review list of committee members - fill vacancies.	Assemble committee; begin promoting offices.	Contact possible Candidates no later than Aug 12 .	Promote service to committees. Slate and ballot sent 60 days prior to the Annual Fall Meeting - October 11 .		Recruit committee members.
READS-to-Go	Committee meeting.	Committee meeting.	Committee meeting.	Committee meeting.	Committee meeting.	Committee meeting.
Secretary	Compile & distribute minutes.	Compile & distribute minutes.	Compile & distribute minutes.	Compile & distribute minutes. Distributes ballots (60 days prior to fall business meeting, deadline 2 weeks prior to READS annual business meeting. Aug 12-Sep 27 .	Compile & distribute minutes. Make copies of business meeting minutes for all attendees at the Fall business meeting. Email prior to the annual meeting.	Compile & distribute minutes.
Website Coordinator	Update Board Members and Committee Members. Post Newsletter and Meeting Minutes.	Post current year READS activities Calendar. Help prepare READS Awards of Excellence Google Doc and Form for new submissions. Post Newsletter and Meeting Minutes.	Post resources from the Spring Roundtables to website. Post Newsletter and Meeting Minutes.	Post Newsletter and Meeting Minutes.	Post Newsletter and Meeting Minutes.	Post information about READS Award of Excellence recipient. Add information from Fall Conference to Resources page.