

2018 Committee Calendar

<p>January</p> <ul style="list-style-type: none"> ▪ Chairs: <ul style="list-style-type: none"> ○ First Quarter Report due January 15 ○ Conference Call (Review “marching orders and operations) ▪ Committees/Caucuses: <ul style="list-style-type: none"> ○ Identify activities that support the committee/caucus’ purpose and IAEM Strategic Plan. ○ Develop budget request and work plan. 	
<p>February</p> <ul style="list-style-type: none"> ▪ Chairs: Submit work plan and request budget via Board Liaison ▪ Executive Committee: Review Management Contract 	
<p>March</p> <ul style="list-style-type: none"> ▪ Chairs: <ul style="list-style-type: none"> ○ First Quarter Report due March 1 ○ Conference Call (Summarize membership, work plan details and milestones) ▪ Board Retreat: March 18 – 20 – Washington DC/Falls Church, VA (Travel day 21) <ul style="list-style-type: none"> ○ Board of Directors: Review/Approve Strategic Plan and Approve Budget ○ Management Performance Review 	
<p>April</p> <ul style="list-style-type: none"> ▪ Executive Committee: Review Management Contract ▪ Liaisons notify committee Chairs of retreat outcomes 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Candidate Vetting for USA Elected Offices</p> </div>
<p>May</p> <ul style="list-style-type: none"> ▪ Previous fiscal year ends. 	
<p>June</p> <ul style="list-style-type: none"> ▪ New fiscal year begins ▪ Chairs: <ul style="list-style-type: none"> ○ Third Quarter Report due June 1 ○ Conference Call 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Officer Elections</p> <p>2nd VP Secretary</p> </div>
<p>July</p>	
<p>August</p> <ul style="list-style-type: none"> • Annual editorial calendar submitted for approval 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Annual USA Awards Nomination Period</p> </div>
<p>September</p> <ul style="list-style-type: none"> ▪ Chairs: <ul style="list-style-type: none"> ○ Prepare for Annual meeting (Agenda) ○ Identify potential Leaders from the Committee/Caucus for consideration ○ Final Quarter Report due September 1 ○ Last Conference Call ▪ Update New Leader Orientation documents 	
<p>October</p> <ul style="list-style-type: none"> ▪ Board of Directors <ul style="list-style-type: none"> ○ Performance review ○ Final 2017 Board of Directors Meeting (Board of Directors Performance review) ○ 2018 First Board of Directors Meeting ▪ IAEM Conference and Expo Oct 19 – 24, 2018 Grand Rapids, MI ▪ Annual Membership Meeting 	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Regions: 2, 4, 6, 8, 10</p> </div>