

2020-21 IAEM-USA Calendar: Board of Directors, Standing Committees, Caucuses, Ad Hoc Committees, Task Forces, and Commissions

First Quarter CALENDAR (for inclusion in First Quarter Report)

December

- Attend or Watch Recording of Leadership Orientation
- Sign “Disclosure of Interests and Confidentiality Form” and send back to chelsea@iaem.com by December 31st.
- Communicate with the outgoing Chair and Liaison to obtain background information on the prior work of the standing.
 - [Click here](#) for Contact information of 2020-21 Chairs, Vice Chairs, Board Liaisons, and Staff Liaisons
- Initiate contact with the incoming Board Liaison.
- Review your IAEM webpage and send updates to Karen at thompson@iaem.com
- Initiate communication with Committee, Caucus, or Ad Hoc members by sending an introduction of yourself, the committee's charge, a committee roster, the IAEM-USA Strategic Plan and a summary of ongoing work (if there is any) to all members.

January

- Review your member roster and send an updated list to chelsea@iaem.com by January 15th
- Identify activities that support the committee's purpose and create your 2020-21 work plan and send to chelsea@iaem.com by January 15, 2021.
- Any additional budget requests are due by January 15th to the IAEM-USA Treasurer and Executive Director. Please tie activities to specific citations in the strategic plan; <http://www.iaem.com/documents/IAEM-USA-Strategic-Plan-21Aug2018.pdf>
- Determine your meeting schedule for 2021
 - If you want to use the IAEM GoToMeeting account, please contact chelsea@iaem.com with the dates/times for your meetings.
 - Those with @iaem.com email accounts also have access to Teams.

¹ Chairs and Vice Chairs appointments are ultimately made by the President and approved by the Board of Directors

2020-21 IAEM-USA Calendar: Board of Directors, Standing Committees, Caucuses, Ad Hoc Committees, Task Forces, and Commissions

Second Quarter CALENDAR (for inclusion in Second Quarter Report)
February <ul style="list-style-type: none">○ 1st Quarter Report/Teleconference Call with Second Vice President (Summarize membership, work plan details and milestones)○ IAEM-USA Treasurer and Executive Director, with staff assistance, develop the proposed budget for presentation to the Board of Directors (Note: include placeholder for committee requests).
March <ul style="list-style-type: none">○ Candidate Vetting for USA Elected Offices○ Board of Directors: Board Retreat: March – Location TBD<ul style="list-style-type: none">▪ Board of Directors: Review/Approve Strategic Plan▪ Board of Directors: Approve budget▪ Board of Directors: Management Performance Review
April <ul style="list-style-type: none">○ Board of Directors: Board Liaisons notify Chairs of retreat outcomes
Third Quarter CALENDAR (for inclusion in Third Quarter Report)
May <ul style="list-style-type: none">○ Second Quarter Report/Teleconference Call with Second Vice President (Summarize membership, work plan details and milestones)○ Previous fiscal year ends.○
June <ul style="list-style-type: none">○ 2021-22 fiscal year begins○ Annual USA Awards Nomination Period○ Nominations for Elections for 2nd VP, Treasurer, Region 1, Region 3, Region 5, Region 7, Region 9
July <ul style="list-style-type: none">○ Annual USA Awards Nomination Period○ Nominations for Elections for 2nd VP, Treasurer, Region 1, Region 3, Region 5, Region 7, Region 9
Fourth Quarter CALENDAR (for inclusion in Fourth Quarter Report)
August <ul style="list-style-type: none">○ Third Quarter Report/Teleconference Call with Second Vice President○ Annual USA Awards Decisions○ Elections for 2nd VP, Treasurer, Region 1, Region 3, Region 5, Region 7, Region 9
September <ul style="list-style-type: none">○ Discuss with Incoming President your interest in continuing as Chair or identify potential leaders from within the group for consideration<ul style="list-style-type: none">○ Submit Vice Chairs for consideration to Incoming President○ Conduct last teleconference for the group○ Prepare agenda for Annual Committee or Caucus meeting at the Annual Conference

2020-21 IAEM-USA Calendar: Board of Directors, Standing Committees, Caucuses, Ad Hoc Committees, Task Forces, and Commissions

- Coordinate with Julie Husk, jhusk@iaem.com if you want to meet in person at the conference.

October

- Fourth Quarter Report/Teleconference Call with Second Vice President
- Attend 2021 IAEM Conference and EMEX **October 15-20, Grand Rapids, MI**
 - Last 2020-21 Board Meeting on October 16th
 - Attend Annual Membership Meeting on October 20th
 - Attend Leadership Orientation onsite

2020-21 IAEM-USA Calendar: Board of Directors, Standing Committees,
Caucuses, Ad Hoc Committees, Task Forces, and Commissions