

2019-2020 IAEM-USA Marching Orders: Board of Directors, Standing Committees, Caucuses, Ad Hoc Committees, Task Forces, and Commissions

January

- Chairs: First Quarter Report/Teleconference Call with Second Vice President (Review “Marching Orders”)
- Committees: Identify activities that support the committee’s purpose and the IAEM-USA Strategic Plan. Develop budget request and work plan. Any Budget requests are due by January 15th to the IAEM-USA Treasurer and Executive Director.

Second Quarter CALENDAR (for inclusion in Second Quarter Report)

February

- Chairs: Submit work plan and request budget via Board Liaison
- Board of Directors Executive Committee: Review Management Contract
- 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

- Candidate Vetting for USA Elected Offices
- Board of Directors: Board Retreat: March – Location TBD
 - Board of Directors: Review/Approve Strategic Plan
 - Board of Directors: Approve budget
 - Board of Directors: Management Performance Review

April

- Candidate Vetting for USA Elected Offices
- Chairs: Second Quarter Report/Teleconference Call with Second Vice President (Summarize membership, work plan details and milestones)
- Board of Directors: Board Liaisons notify committee Chairs of retreat outcomes

Third Quarter CALENDAR (for inclusion in Third Quarter Report)

May

- Previous fiscal year ends.

June

- Officer Elections: 2nd VP, Secretary; Regions: 2,4,6,8,10
- Chairs: Third Quarter Report/Teleconference Call with Second Vice President
- New fiscal year begins

July

- Annual USA Awards Nomination Period
- Officer Elections: 2nd VP, Secretary ; Regions: 2,4,6,8,10

Fourth Quarter CALENDAR (for inclusion in Fourth Quarter Report)

August

- Officer Elections: 2nd VP, Secretary ; Regions: 2,4,6,8,10
- Annual USA Awards Nomination Period
- Annual editorial calendar submitted for approval

September

- Officer Elections: 2nd VP, Secretary ; Regions: 2,4,6,8,10
- Annual USA Awards Nomination Period

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- Chairs: Fourth Quarter Report/Teleconference Call with Second Vice President (Summarize work plan details, accomplishments and challenges)

October

- Officer Elections: 2nd VP, Secretary ; Regions: 2,4,6,8,10
- Chairs: Prepare for Annual Committee meeting at the Annual Conference (Agenda)
- Chairs: Identify potential leaders from the committee for consideration
- Chairs: Conduct last committee teleconference
- Incoming Board of Director Officers: Update Leadership Orientation documents

November

- Board of Directors Performance review
- Board of Directors: Final 2020 Board of Directors Meeting (Board of Directors Performance review)
- All: Attend 2020 IAEM Conference and EMEX **November 14 – 19, Long Beach, CA**
- All: Attend Annual Membership Meeting
- Board of Directors: 2020-2021 First Board of Directors Meeting