

## 2019 Committee, Caucus, and Ad Hoc Calendar

<p><b>January</b></p> <ul style="list-style-type: none"> <li>○ Chairs: First Quarter Report/Conference Call (Review “marching orders and operations)</li> <li>○ Committees/Caucuses: Identify activities that support the committee/caucus’ purpose and IAEM Strategic Plan. Develop budget request and work plan. Any Budget requests are due by January 15<sup>th</sup> to the IAEM USA Treasurer and Executive Director.</li> </ul>	
<p><b>February</b></p> <ul style="list-style-type: none"> <li>○ Chairs: Submit work plan and request budget via Board Liaison</li> <li>○ Executive Committee Reviews Management Contract</li> <li>○ IAEM USA Treasurer and Executive Director, with staff assistance, develop the proposed budget for presentation to the Board of Directors.</li> </ul>	
<p><b>March</b></p> <ul style="list-style-type: none"> <li>○ Chairs: First Quarter Report/Conference Call (Summarize membership, work plan details and milestones</li> <li>○ Board Retreat: March – Location TBD <ul style="list-style-type: none"> <li>▪ Board of Directors: Review/Approve Strategic Plan</li> <li>▪ Board of Directors: Approve budget</li> <li>▪ Management Performance Review</li> </ul> </li> </ul>	
<p><b>April</b></p> <p>Liaisons notify committee Chairs of retreat outcomes</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Candidate Vetting for USA Elected Offices </div>
<p><b>May</b></p> <ul style="list-style-type: none"> <li>○ Previous fiscal year ends.</li> </ul>	
<p><b>June</b></p> <ul style="list-style-type: none"> <li>○ New fiscal year begins</li> <li>○ Chairs: Second Quarter Report/Conference Call</li> </ul>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <b>Officer Elections</b>   2<sup>nd</sup> VP  Treasurer </div>
<p><b>July</b></p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> <b>Annual USA Awards Nomination Period</b> </div>
<p><b>August</b></p> <ul style="list-style-type: none"> <li>○ Annual editorial calendar submitted for approval</li> </ul>	
<p><b>September</b></p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Regions:  1, 3, 5, 7, 9, and Student </div>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>○ Chairs: Prepare for Annual meeting (Agenda)</li> <li>○ Chairs: Identify potential Leaders from the Committee/Caucus for consideration</li> <li>○ Chairs: Last Conference Call</li> <li>○ Update New Leader Orientation documents</li> </ul>	
<p><b>November</b></p> <ul style="list-style-type: none"> <li>○ Board of Directors Performance review</li> <li>○ Board of Directors: Final 2019 Board of Directors Meeting (Board of Directors Performance review)</li> <li>○ IAEM Conference and Expo <b>Nov 17 – 21, 2019 Savannah, GA</b></li> <li>○ Annual Membership Meeting</li> <li>○ Board of Directors: 2020 First Board of Directors Meeting</li> </ul>	