



UNITED STATES *Dressage* FEDERATION

TIME LINE FOR COUNCIL AND COMMITTEE CHAIRPERSONS

1. **Monthly:** Communicate monthly with your liaison in the USDF office. Seek input on all of your council/committee's work from your liaison, and keep the liaison informed of all council/committee work.
2. **Quarterly:** Communicate with your regional coordinators (if applicable) or committee members. Communications should include progress on the council/committee's work during the year. Send a copy of all appropriate written communications to the USDF office liaison for transmission to the USDF Executive Board (EB).
3. **Due January 1:** Chairs finalize committees and regional directors finalize regional coordinators for councils. Notify liaisons of new members.
4. **Due March 1:** Staff will start the annual budget process with council and committee chairs, thirteen months prior to its implementation date of April 1, of the following calendar year.
5. **Due March 29:** Send a written report on your council/committee's activities, concerns, problems, or developments since the last annual convention to your liaison at the USDF office for the USDF Spring Executive Board meeting.
6. **Due April 15:** Inform liaison of meeting room needs for the annual convention. How many needed (one or two, and if open or closed).
7. **Due September 1:** Send to your liaison a declaration of your wish to continue or discontinue as chair. These are forwarded to the president to be utilized in making appointments for the following year.
8. **Due September 15:** Inform USDF of any equipment needed for the annual convention – e.g., overhead, video equipment, etc.
9. **Due September 15:** Work with your liaison to complete a budget for the next fiscal year (April 1- March 31). All foreseeable council and committee budget requests for the next fiscal year must be received by the USDF office by September 15.
10. **Due October 1:** Send to your **USDF office liaison** an agenda for your council/committee meeting(s) at the annual convention.
11. **Due October 1:** Send a written report on your council/committee's activities, concerns, problems, or development to the USDF office for the annual convention. You will receive a standardized template from the office for this purpose.

December at the Annual Convention Meeting:

1. **December:** Attend the council/committee chair orientation meeting.
2. **December:** Conduct your council/committee meeting(s) at the annual convention.
3. **December:** Attend the budget meeting between the EB and the c/c chairs. Present any proposed budget revisions to the Executive Board prior to the Board of Governors (BOG) meeting.
4. **December:** Prepare, with your liaison, a short, standardized, written report of your council/committee's activities, including actions taken at the annual convention and goals for the coming year for the BOG meeting. This report is to be included in the handout that convention delegates receive before the first BOG session.
5. **December:** Present an oral report to the BOG on those items that require approval.