

ANNUAL TIME LINE FOR COMMITTEE CHAIRS

1. Monthly: Communicate monthly with your liaison in the USDF office. Seek input on all of your Committee work from your liaison, and keep the liaison informed of all Committee work.
2. Quarterly: Communicate with your Regional Representatives (if applicable) or Committee members. Communications should include progress on the Committee work during the year. Send a copy of all appropriate written communications to the USDF office liaison for transmission to the EB.
3. Due January 1: Chairs finalize Committee roster recommendations. Notify liaisons of the proposed roster. (Rosters are subject to EB review)
4. Due March 1: Staff will start the annual budget process with 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 Committee 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 June 1: Consult with liaison of meeting room needs for the annual convention open meetings, and if the Committee plans on a closed meeting.
7. Due September 1 (in the last year of term): Send to your liaison a declaration of your wish to continue or discontinue as Committee 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 Committee budget requests for the next fiscal year must be received by the USDF office by September 15.
10. Due October 15: Send a written report on your Committee 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.
11. Due November 1: Submit to your USDF office liaison an agenda for your Committee meeting(s) at the annual convention.

December at the Annual Convention:

12. December: Attend the Committee Chair orientation meeting.
13. December: Conduct your Council or Committee meeting(s) at the annual convention.
14. December: Attend the budget meeting with the EB and Committee Chairs. Present any budget revisions to the EB (prior to the BOG Meeting).
15. December: Prepare, with your liaison, a short, standardized, written report of your Committee activities, including actions taken at the annual convention and goals for the coming year, for the USDF Board of Governors (BOG) meeting. This report will be included in the handout that convention delegates receive before the first BOG session.
16. December: Written Committee reports to the BOG are approved collectively. An oral report to the BOG is only required on items that need BOG approval.