

Committee Timeline

January

- **All:** confirm assignments, review committee charges, update timelines, request budgetary considerations for non-recurring expenses.
- **Judith Beale Scholarship:** announce availability of current year scholarships.
- **Membership:** audit member database and listserv; contact lapsed members.
- *The Florida Archivist* newsletter deadline (early January).

February

- **Audit:** secure financial data from Treasurer to begin audit.
- **Annual Meeting:** announce annual meeting logistics.
- **Awards:** announce availability of current year award(s); solicit nominees.
- **Nominations:** announce open positions on Executive Board; solicit nominations.

March

- **All:** Executive Board meeting (early March).
- **Annual Meeting:** submit detailed annual meeting information to President for announcement; distribute registration forms.
- **Awards:** distribute second call for nominations.
- **Judith Beale Scholarship:** distribute second call for applicants.
- **Membership:** second contact to lapsed members; include annual meeting announcement.
- **Nominations:** distribute second call for nominations.

April

- **Audit:** finalize report
- **Annual Meeting:** send non-registered members detailed annual meeting information and registration forms by postal mail.
- **Awards:** submit recommendation(s) to Executive Board.
- **Judith Beale Scholarship:** select and inform recipients; submit list of recipients to Membership Chair and Treasurer.
- **Nominations:** finalize ballot and begin elections process.
- *The Florida Archivist* newsletter deadline (early April).

April/May

- **All:** Annual Meeting (Committee Chairs: Annual Business meeting).
- **Audit:** submit and present report at Annual Business Meeting.
- **Annual Meeting:** host annual meeting; coordinate on-site workshops, sessions and activities.
- **Awards:** present award(s) at Annual Meeting.
- **Judith Beale Scholarship:** present awards at Annual Meeting; destroy

applications.

- **Membership:** create badges and packets for Annual Meeting; coordinate on-site registration; submit and present report at Annual Business Meeting.
- **Nominations:** tally election results; announce elected Executive Board members; destroy ballots.

May

- **All:** submit non-current records to President for transfer to State Archives.

June

- **Annual Meeting** (subsequent year): initiate planning.

July

- *The Florida Archivist* newsletter deadline (early July).

August

- **Membership:** assess membership levels; consider and implement ways to increase membership in following year.
- Society of American Archivists Annual Meeting.**

September

- No activity.

October

- **Membership:** submit renewal announcement to Newsletter Editor.
- *The Florida Archivist* newsletter deadline (early October).

November

- **Membership:** distribute renewal notifications (e-mail).

December

- **Membership:** distribute second renewal notification (e-mail and postal mail).

Approved by the Executive Board: June 10, 2013