

Calendar for CDS Activities

August

1. Conference wrap-up activities
2. Organize work program based on 1st meeting of Board
3. Letters of thanks to conference sponsors and main speakers
4. Letters to outgoing Board members thanking them for service
5. Letters to all new committee members welcoming them to CDS service
6. Letters to those who donated to silent auction and who bought (e-mails)
7. Letters to first year participants at conference welcoming them
8. Host bi-monthly executive committee conference call
9. Publish *Vanguard**
10. Finalize Sept-Oct series of Webinars and distribute marketing info

September

1. Update Web Site based on results of conference etc. and call for participation for the next conference
2. Consider a *Fall Newsletter* based on conference participation
3. Work with Program Planning Committee to finalize the Call for Participation
4. Send out the Call for Participation with due date in mid-November
5. Host bi-monthly Board Conference Call
6. Make contact with collaborative organizations—IACD, etc. about conference theme
7. Publish *Vanguard*
8. Host Sept-Oct Series of Webinars – including handling registration, informing participants and coordinating communication between participants, presenters and hosting site

October

1. October 1st start work on next year's budget by Treasurer requesting budget requests from comm. Chairs
2. Line up officer candidates for next year to submit at Fall Board meeting
3. Prepare conference budget
4. Complete conference memo of understanding
5. Publish *Vanguard* and continue social networking activities
6. Publish *CD-Practice*
7. Hold bi monthly exec committee conference call
8. Review journal activity and finances
9. Management company yearly review
10. Host Sept-Oct Webinars including handling registration, informing participants and coordinating communication between participants, presenters and hosting site
11. Evaluate Set-Oct webinar series programs & plan for Jan-Feb Webinar series

November

1. Evaluate responses to Call for Participation
2. Line up conference speakers and exhibitors
3. Hold Fall Board meeting at hotel and make more detailed arrangements
4. Submit preliminary budget for discussion (or possible approval)
5. Publish *Vanguard*
6. Finalize and approve election slate.
7. Approve budget for next fiscal year
8. Evaluate Sept-Oct webinar series & Plan for Jan-Feb Webinar series

December

1. Start notifying presenters that they have been accepted for conference
2. Hold bi-month Board conference call
3. Send out request for information to nominees.
4. Finalize Jan-Feb Webinar series and distribute marketing info

January

1. Organize a mock-up agenda for conference and contact speakers about times
2. Follow-up with membership marketing materials to conference participants
3. Update Web Site to include conference promotion
4. Send mailing regarding awards criteria to solicit entries in February
5. Publish *Vanguard*
6. Publish *CD-Practice*
7. Continue work on Conference agenda
8. Collect information on nominees
9. Hold bi monthly exec committee conference call
10. hold training for candidates for the board
11. Host Jan-Feb Webinars including handling registration, informing participants and coordinating communication between participants, presenters and hosting site

February

1. Continue to develop Conference agenda
2. Send bios of officer candidates with a voting due date of April 1st
3. Start to process membership renewal contacts
4. Hold Bi-monthly Board Conference Call
5. Send call for nominations for Awards with due date of April 1st
6. Publish *Vanguard* and continue social marketing efforts and include section on nominees
7. Host Jan-Feb Webinars including handling registration, informing participants and coordinating communication between participants, presenters and hosting site

March

1. Initiative regular program of advertising conference sessions, registrations, etc.
2. Contact speakers with a deadline of April 10th paid registration or be removed from program
3. Continue membership renewal contacts
4. Contact universities about student attendance
5. Publish *Vanguard* and continue social marketing efforts and include section on nominees
6. Hold bi monthly exec committee conference call
7. Finalize plans for April-May-June Webinars

April

1. Secretary tallies ballots by April 15th and notifies successful CDS officer candidates
2. Hold training program for newly elected Board members
3. Finalize conference agenda and hotel arrangements
4. Send conference registration materials and membership renewals to members and other groups
5. Regularly market conference materials
6. Publish *CD-Practice*
7. Publish *Vanguard* and continue social marketing efforts
8. Hold Bi-monthly Board Conference Call
9. Host Apr-May-June Webinars including handling registration, informing participants and coordinating communication between participants, presenters and hosting site

May

1. Awards Committee selects recipients and notifies them
2. Market conference and monitor registrations with early bird deadline in late May
3. Send membership renewal materials
4. Publish *Vanguard* and continue social marketing efforts
5. Hold bi monthly exec committee conference call
6. Host Apr-May-June Webinars including handling registration, informing participants and coordinating communication between participants, presenters and hosting site

June

1. Continue membership marketing efforts
2. Market conference activities and finalize arrangements
3. Send membership renewal notices
4. Publish *Vanguard* and continue social marketing efforts
5. Publish *CD-Practice*
6. Host Apr-May-June Webinars including handling registration, informing participants and coordinating communication between participants, presenters and hosting site
7. Plan for Sept-Oct series of Webinars and distribute marketing info
8. Prepare webinar marketing info for promoting at conference

July

1. Prepare for conference arrangements
2. Focus on new member session and materials
3. Focus on students
4. Hold bi monthly exec committee conference call
5. Finalize Sept-Oct series of Webinars and distribute marketing info
6. Prepare webinar marketing info for promoting at conference

*each month at least one committee chair and the president should write a column summarizing upcoming activities in which members can be involved.