

N.E.W.A.N.A.
LEARNING DAY AD HOC COMMITTEE TIMELINE

Revised June 2016

6 months prior:

- Nomination and election of ad hoc Chair at ASC

5 months prior:

- Decide on time and place for ad hoc meetings
- Sub-committee chairs discuss event in their sub-committees and elicit ideas for event as well as ask for support from sub-committee members
- Announce committee meetings at regular meetings and ask for support
- Set tentative date in September
- Announce event
- Elect Vice Chair, Secretary, Treasurer
- Discuss voting procedures
- Discuss options for event (i.e. location, time, food, agenda)
- Attend ASC and submit written report

4 months prior:

- Create a budget for the event
- Schedule firm date
- Discuss agenda for day of event (games, presentations, eating, etc.)
- Remind sub committee chairs, PRC coordinators, ASC officers and ad hoc chairs to submit a plan of action
- Keep announcing event and asking for committee support
- Attend ASC and submit written report
- Start review and revision of timeline and P&G's

3 months prior:

- Create event flyer and submit to ASC for approval (including date, location, time, and contact person)
- All sub-committee chairs, PRC coordinators, ASC officers, and ad hoc chairs submit a plan of action
- Decide on agenda for event
- Keep announcing event and asking for committee support
- Attend ASC and submit written report

2 months prior:

- Confirm location
- Circulate flyer at meetings and at ASC
- All purchases related to the event need to be made prior to the next committee meeting if possible

- Keep announcing event and asking for committee support
- Attend ASC and submit written report
- Confirm submission of reviewed/revised timeline and P&G's to ASC

1 month prior:

- Circulate flyer at area, meetings, and Regional All Subs Day
- Keep announcing event and asking for committee support
- Attend ASC and submit written report

Following the event:

- Schedule wrap up meeting if necessary
- Attend ASC and give final report and turn over any committee paperwork to archivist