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ACD Chair 2019‐2020 Timeline   
October 2019 through December 2020

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| **Date(s)** | **Suggested Task or Deadline** |  |
| **October 19, 2019** | **1:00‐5:00pm: Division Meetings (Rooms L005-009)**  **7:00‐8:30pm: Leadership Dinner (Marriott Ballroom Salons 7-10) 8:30‐10:30pm: Leadership Reception (Lobby Level 2, Marriott)** |  |
| **October 20-22** | * **Advising Community Business Meetings – see schedule for your AC’s** |  |
| **October 21, 2019** | * **8-9:00am, ACD Poster Fair** |  |
| Late October/early November | * New Chairs send an all member email via Dawn Krause to introduce yourself to AC and ask for additional volunteers among those not at Annual. * Confirm with volunteers regarding positions on Steering Committee. Are they NACADA members? * Work with your Steering Committee to develop goals/plans for the year in advance of submission of the Post-Conference Report |  |
| **November 15, 2019** | * **Post conference report due to Reps** * **Steering Committee member names due to Dawn Krause** |  |
| November 15, 2019 | * *Reminder:* Article submissions for the March issue of *AAT* are due to Leigh Cunningham |  |
| Mid-December | * Annual Conference Proposals open. Send a post out on social media and/or ask Dawn Krause to send an email to your members via the Executive Office email system. Also include your LISTSERV if you want to reach non-members |  |
| January 2020 | * Solicitations via email and social media for proposal reader volunteers will go out from the EO to all members. Readers will express their interest in volunteering by a universal survey form * Consider posting the survey form link to your AC’s social media accounts to gather more interest * Readers will be submitted for your Advising Community by Dawn Krause |  |
| **Mid-February 2020** | **Proposals and Hot Topics for Annual Conference are due**   * Send announcement out to all members of your AC that nominations are being accepted for the ACD Service awards |  |
| February 14-17, 2020 | * Social media or LISTSERV reminder about voting if your AC chair is up for election |  |
| **February 22, 2020** (tentative) | **Deadline for the Call for Proposals Submissions**  **Proposal reviewing by your submitted readers begins** |  |
| Late February 2020 | * Time to check in with your Steering Committee – ask Dawn Krause to help schedule a Zoom Meeting * Consider scheduling an online discussion for spring 2020 |  |
| **March 14, 2020** (tentative) | **Deadline for readers to have their evaluations submitted to their Chair** |  |
| March 15, 2020 | * *Reminder:* Article submissions for the June issue of *AAT* are due to Leigh Cunningham |  |
| **March 21, 2020** (tentative) | **Deadline for Chairs to have their summaries of reader reviews submitted**  **Up to two sponsored session selections also submitted with summaries** |  |
| April 3, 2020 (tentative) | * Notices of acceptance for Annual Conference proposals is sent to submitters |  |
| **Mid-April 2020** | **ACD Service Award nominations are due around this time** |  |
| May 2020 | * Confirm your AC Business Meeting and draft the abstract about it with Annual Conference EO staff (Dayna McNary will email Chairs directly) |  |
| June 2020 | * Submit your Annual Conference social event to EO staff, Dayna McNary * Update the description of the social provided by Dayna from the previous year for inclusion in the Annual Conference program |  |
| July 2020 | * Gather data or feedback on the goals set out in the Post-Conference Report * Meet with your Steering Committee about the Annual Report * Have you registered for Annual Conference in Puerto Rico? |  |
| **August 15, 2020** | **Annual Report and Updated Community Snapshot due to Reps** |  |
| Late August 2020 | * Consider encouraging your members to join a Research Group to develop your AC’s scholarly focus |  |
| September 2020 | * Nominations for election positions open in early September – if your community Chair position is up for election – remind members about submitting or contacting you if interested * Prep for Annual Conference by creating a business meeting agenda, getting your poster fair board created, asking for volunteers to help with tasks such as finding a place to hold a social * Consider an email to your members or social media post on the events happening at Annual Conference * Region conference calls for proposals open |  |
| **October 4-7, 2020** | **Annual Conference – Puerto Rico Convention Center** |  |
| **October 31, 2020** | * Nominations for elections close |  |
| **November 15, 2020** | **Post-Conference Report due to Reps and Dawn Krause**   * Region conference proposals due |  |
| December 1, 2020 | *Reminder:* Article submissions for the March issue of A*AT* are due to Leigh Cunningham |  |