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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**
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| **October 21, 2019** | * **8-9:00am, ACD Poster Fair**
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| 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
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| **November 15, 2019** | * **Post conference report due to Reps**
* **Steering Committee member names due to Dawn Krause**
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| November 15, 2019 | * *Reminder:* Article submissions for the March issue of *AAT* are due to Leigh Cunningham
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| 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
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|  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
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| **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
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| February 14-17, 2020 | * Social media or LISTSERV reminder about voting if your AC chair is up for election
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| **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
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| **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
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| **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
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| **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)
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| 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
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| 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?
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| **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
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| 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
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| **October 4-7, 2020** | **Annual Conference – Puerto Rico Convention Center** |  |
| **October 31, 2020** | * Nominations for elections close
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| **November 15, 2020** | **Post-Conference Report due to Reps and Dawn Krause*** Region conference proposals due
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| December 1, 2020 | *Reminder:* Article submissions for the March issue of A*AT* are due to Leigh Cunningham |  |