



ACD Steering Committee Cluster Representative Timeline October 2021 to October 2022

Date/Complete By	Suggested Task or Deadline	✓
September 24, 2021	1:00 – 2:30 pm CT: All Division REI Leadership Training, Zoom	
October 1, 2021	1:00 – 3:30 pm CT: Advising Communities Division Annual Meeting & Training, Zoom	
October 5, 2021	4:30 – 6:00 pm EST: Steering Committee Dinner, Keystone Bar & Grill 6:30 – 8:30 pm EST: Leadership Reception, Hyatt Regency Cincinnati	
October 7-8, 2021	<ul style="list-style-type: none"> • Advising Community Community/Business Meetings 	
October 8, 2019	7:15 – 8:30 am EST: ACD Poster Fair, Duke Convention Center Hall A	
Mid-October 2021	<ul style="list-style-type: none"> • New Reps formally introduce yourself to your cluster <ul style="list-style-type: none"> • Communicate with chairs via phone/email to offer assistance and answer questions • Remind Chairs to send out communication following annual conference to AC membership <ul style="list-style-type: none"> • Introduction Email for new Chairs • Conference debrief or updates from the community meeting • Schedule upcoming Cluster meetings <ul style="list-style-type: none"> • Work with cluster to develop plans to meet or communicate throughout the year • Consider scheduling a recurring meeting for the year (X # of times/year) • Please contact EO Liaison to the ACD, if a zoom room is needed • Address any upcoming deadlines with a reminder of due dates • Check if your Chairs have submitted election nominations or know of Steering Committee members that are running in the upcoming Election cycle 	
End of October 2021	<ul style="list-style-type: none"> • Remind ACD Chairs of the due date for Post-Conference reports on 11/15/21 <ul style="list-style-type: none"> • Begin review of reports submitted and provide feedback to Chairs with enough time for them to make corrections before deadline. • Remind Chairs of upcoming deadlines for article submission consideration to Academic Advising Today. Guidelines can be found here. Deadlines: <ul style="list-style-type: none"> • March edition – received by December 1 for consideration • June edition – received by March 15 for consideration • September edition – received by June 15 for consideration • December edition – received by September 1 for consideration 	
October 31, 2019	<ul style="list-style-type: none"> • Nominations are due for elected positions including ½ of the AC Chairs 	
November 15, 2019	<ul style="list-style-type: none"> • AC Post-Conference reports due to Division Reps, Cluster Reps, and EO Liaison • Review Advising Community membership demographics with Chairs 	

Mid-November 2021	<ul style="list-style-type: none"> Follow up with Chairs who did not submit their post-conference report Complete review of Advising Community Post-Conference Reports & provide feedback to Chairs. Check in to see how they might need assistance in achieving their goals. 	
Mid-December	<ul style="list-style-type: none"> Annual Conference call for Proposals open Communicate with your cluster regarding proposal review process and encourage them to rally their group members to submit 	
December 31, 2021	<ul style="list-style-type: none"> Steering Committee member names and assignments due to EO Liaison 	
January 2022	<ul style="list-style-type: none"> Reinforce reader volunteer process & send out the URL of survey form Reminder on proposals and hot topics exact due date Begin thinking about any posts to AC Chairs on voting for elections Ask one person from your Cluster to serve on the ACD Service Awards selection committee 	
January 31, 2022	<ul style="list-style-type: none"> Submit your cluster's Awards Selection Committee member's name to the EO Liaison Send a reminder about upcoming Call for Proposals Deadline for Annual Conference 	
February 2020	<ul style="list-style-type: none"> Annual conference Call for Proposals and Hot Topics Deadline fasts approaching Send announcement out to your cluster Chairs that nominations are being accepted for the ACD Service Awards and are due May 1, 2022. 	
February 14-17, 2020	<ul style="list-style-type: none"> Reminder to vote in elections 	
February 22, 2020 (tentative)	Proposals and Hot Topics for Annual Conference Deadline	
Late February 2020	<ul style="list-style-type: none"> Time to check in with your cluster to remind them to schedule meetings or updates on steering committee members Ask Chairs to consider scheduling an online discussion for remainder of term Remind your AC's about parameters of online discussions vs. presentations Proposal reviewing by reader begins 	
March	<ul style="list-style-type: none"> Consider nominating an individual for Global Awards Program Review protocols and procedures with Chairs 	
May 2022	<ul style="list-style-type: none"> Check in with AC Chairs on steering committee members and provide updates to EO Liaison Ask Chairs to review their websites and provide updates to EO Liaison to be made in June/July Check in with AC Chairs about their attendance to annual conference, coverage and confirmation of AC Community/Business meeting and begin planning agenda items 	
July 2022	<ul style="list-style-type: none"> Finalize with Chairs coverage and attendance at annual conference. Check in and meet with Chairs on AC goals and remind them of upcoming deadline for annual reports on August 15th, 2022 Register for Annual Conference if you have not already 	
August 2022	<ul style="list-style-type: none"> Confirm attendance at Annual Conference Leadership events Plan coverage of AC Community meetings 	
August 15, 2022	<ul style="list-style-type: none"> Annual Report is due to the ACD Reps, EO Liaison, and your Cluster Rep Check in with Chairs on succession planning and consider nominating in upcoming elections 	

September 2022	<ul style="list-style-type: none"> • Nominations for election positions open in early September – if the Advising Community Chair position is up for election, remind Chairs members about submitting a nominee • Assist Chairs in finalizing agenda items for annual community meeting at annual conference • Remind Chairs to plan membership communication and social media posts for upcoming events happening at Annual Conference 	
October 23-26, 2022	<ul style="list-style-type: none"> • Annual Conference in Portland, OR, USA 	
October 31, 2022	<ul style="list-style-type: none"> • Nominations for elections close 	
November 15, 2022	<ul style="list-style-type: none"> • Post-conference report is due to the ACD Reps, EO Liaison, and your Cluster Rep 	