



**ACD Chair 2020-2021 Timeline**  
**October 2020 through December 2021**

Date(s)	Suggested Task or Deadline	✓
Late October/early November	<ul style="list-style-type: none"> <li>• New Chairs send an all member email via Dawn Krause to introduce yourself to AC and ask for additional volunteers among those not at your business meeting.</li> <li>• Confirm with volunteers regarding positions on your Steering Committee. Are they NACADA members?</li> <li>• Work with your Steering Committee to develop goals/plans for the year in advance of submission of the Post-Conference Report</li> </ul>	
<b>November 15, 2020</b>	<ul style="list-style-type: none"> <li>• <b>Post conference report due to Reps</b></li> <li>• <b>Region conference proposals normally due (check website for this year)</b></li> </ul>	
November 15, 2020	<ul style="list-style-type: none"> <li>• <i>Reminder:</i> Article submissions for the March issue of AAT are due to Leigh Cunningham</li> </ul>	
Mid-December	<ul style="list-style-type: none"> <li>• Annual Conference Proposals open. Send a post out on social media, include this in your upcoming newsletter 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.</li> </ul>	
<b>December 31, 2020</b>	<ul style="list-style-type: none"> <li>• <b>Steering Committee member names for each AC are due to Dawn Krause to include on your group's webpage</b></li> </ul>	
January 2021	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Consider posting the survey form link to your AC's social media accounts to gather more interest.</li> <li>• Readers will be submitted for your Advising Community by Dawn Krause.</li> </ul>	
<b>Mid-February 2021</b>	<p align="center"><b>Proposals and Hot Topics for Annual Conference are due</b></p> <ul style="list-style-type: none"> <li>• Send announcement out to all members of your AC that nominations are being accepted for the ACD Service awards</li> </ul>	
Late February 2021	<p align="center"><b>Deadline for the Call for Proposals Submissions</b> <b>Proposal reviewing by your submitted readers begins</b></p> <ul style="list-style-type: none"> <li>• Time to check in with your Steering Committee – ask Dawn Krause to help schedule a Zoom Meeting</li> <li>• Consider scheduling an online discussion for spring 2021</li> </ul>	
<b>Mid-March 2021</b>	<p align="center"><b>Deadline for readers to have their evaluations submitted to their Chair</b></p>	
March 15, 2021	<ul style="list-style-type: none"> <li>• <i>Reminder:</i> Article submissions for the June issue of AAT are due to Leigh Cunningham</li> </ul>	

Late March 2021	<b>Deadline for Chairs to have their summaries of reader reviews submitted Up to two sponsored session selections also submitted with summaries</b>	
Early April 2021	<ul style="list-style-type: none"> <li>• Notices of acceptance for Annual Conference proposals are sent to submitters</li> </ul>	
Mid-April 2021	<b>ACD Service Award nominations are due around this time</b>	
May 2021	<ul style="list-style-type: none"> <li>• Global Advising Week is May 2-8, 2021. Consider celebrating advisors in your AC this week.</li> <li>• Confirm your AC Business Meeting and draft the abstract about it with Annual Conference EO staff (Dayna McNary will email Chairs directly)</li> </ul>	
June 2021	<ul style="list-style-type: none"> <li>• Submit your Annual Conference social event to EO staff, Dayna McNary</li> <li>• Update the description of the social provided by Dayna from the previous year for inclusion in the Annual Conference program</li> </ul>	
July 2021	<ul style="list-style-type: none"> <li>• Gather data or feedback on the goals set out in the Post-Conference Report</li> <li>• Meet with your Steering Committee about the Annual Report</li> <li>• Have you registered for the Annual Conference yet?</li> </ul>	
August 1, 2021	<ul style="list-style-type: none"> <li>• Region Conference Proposals Open - Ask your members about submissions/collaborations</li> </ul>	
August 15, 2021	<b>Annual Report due to Reps</b>	
Late August 2021	<ul style="list-style-type: none"> <li>• Consider encouraging your members to join a Writing Group to develop your AC's scholarly focus</li> </ul>	
September 2021	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Consider an email to your members or social media post on the events happening at Annual Conference</li> <li>• Region conference calls for proposals open</li> </ul>	
October 6-9, 2021	<b>Annual Conference in Cincinnati</b>	
October 31, 2021	<ul style="list-style-type: none"> <li>• Nominations for elections close</li> </ul>	
November 15, 2021	<b>Post-Conference Report due to Reps and Dawn Krause Region conference proposals due</b>	
December 1, 2021	<ul style="list-style-type: none"> <li>• <i>Reminder:</i> Article submissions for the March issue of AAT are due to Leigh Cunningham</li> </ul>	