

## **USAIN Timeline of Important Events**

The list below outlines selected important events in the yearly cycle of USAIN. Some activities such as schedule monthly EC meetings, plan for the USAIN business meeting, etc. are not included. Consult the USAIN Procedures and Rules for more details of the duties and expectations of committees, officers, and the council. (updated May 8, 2012)

The official USAIN Year is June 1-May 31.

Conference years are the even years: 2012, 2014, etc. Non-conference years are the odd years.

### **Events in a Non-Conference Year**

#### **Spring**

##### **President**

After the elections, contact all who ran to announce results and thank nominees.

President is responsible for preparing an annual report of network activities for submission to the council and the membership. This is usually done in conjunction with the final EC meeting of the year.

At the conclusion of the President's year of service, the President prepares certificates or letters of appreciation for Chairs of Committees and, during conference years, Interest Group Conveners.

Arrange for the transfer of files to their successor or to the Network archives.

##### **President-Elect**

Serve as the Recorder of Action Items (the herder list) during the Council meetings

Arrange for the transfer of files to their successor or to the Network archives.

##### **Secretary/Treasurer**

In January of each year, compile the budget figures for the reserve metric and with the Budget Task Force, determine if we are fiscally sound.

Ask the EC to approve the EC travel allocation for the following year, so the EC isn't voting or approving its own travel allocation.

Arrange for the transfer of files to their successor or to the Network archives.

##### **Past-President/Chair of Nominations committee**

The proposed slate should be submitted to the Council for approval by February 1<sup>st</sup>.

Once approved, the Chair of Nominations requests biographical data from all nominees in a standard format. The Chair then prepares the ballot, including in one file a cover letter, biographical information for each candidate, and the ballot.

For mailed ballots the file will be sent to the business manager by March 5<sup>th</sup> and the business manager should then send the ballot to the members by March 15th. In the case of electronic elections, the voting information should be sent electronically to the members by March 15th.

The chair will then publicize the election, tally returned ballots, with candidates receiving the largest number of votes for each office being declared elected. The electronic voting will be completed by April 15th. The Chair will notify the President of the results.

#### Committee & IG Chairs

Review the appropriate sections of the Procedures and Rules at the conclusion of their terms and submit proposed corrections and revisions as needed for inclusion in the next edition; Arrange for the transfer of committee files to their successors or to the Network archives.

At the close of the USAIN year, all committees report annually to the Council on activities, expenditures, and future plans.

#### Annual Summary of Accomplishments and Progress Towards Action Plans

An annual report of progress toward completion of Action Plans will be prepared by those designated responsible and submitted to the Executive Council. An annual summary of accomplishments will be compiled by the Executive Council with input (statistical if appropriate) from the annual reports and from participant surveys. A paper and electronic copy of each final version of the Action Plan will be given to the Archivist.

#### **Summer**

##### President

In June, at the beginning of his/her term, the President will prepare a welcome statement that will appear on the USAIN web site.

The President reminds new EC members to submit their biographical information to the Webmaster for updating the USAIN website.

The President sends to the Webmaster the new committee and IG information so those pages can be updated by the Webmaster.

The President, in July of the year prior to a conference year, sends an announcement to the USAIN –L Listserv to request submission of proposals to host the conference to be held 3 years in the future (e.g. July 2009 call was made for the Spring 2012 conference -- site selected was announced at 2010 conference).

In July or by early August the President with help from the EC begins work to conduct a survey of the Membership every year. The survey goes out by early September with results distributed by November.

##### President-Elect

Serve as the Recorder of Action Items (the herder list) during the Council meetings

### Webmaster

The Webmaster updates the new EC information and new committee and IG pages

### **Fall**

#### President

Makes sure the survey of the Membership goes out to the membership in early September with results distributed by November.

President assigns to someone on EC to review the conference proposals received and create a spreadsheet using the criteria document so that the EC can then review all proposal in December/January

#### President-Elect (As Chair of the Awards and Honors Committee)

In early fall, in preparation for the upcoming conference in the spring of the next year, the Awards and Honors committee solicit nominations for Honorary Membership in the Network and for a Service to the Profession Award. Also advertise the availability of three Conference scholarships: a New to the Profession Conference Scholarship, a Student Conference Scholarship. The committee will then receive written nominations and supporting documentation for proposed candidates, and to recommend individuals to the Council for this honor. (see procedures & rules for more details).

#### Secretary/Treasurer

In early to mid fall, Committee Chairs and IG Conveners prepare an annual estimate of committee expenses, to be included in the budget developed by the Budget Committee. The call for budget expenditures goes out from the Secretary/Treasurer to the chairs.

By December, the Budget Committee, led by the Secretary/Treasurer, prepares a budget for the Network covering the next calendar year, based on input gathered from the officers and committee chairs and on previous years' financial experience;

#### Past-President

In mid-to-late fall, the Past-President, as chair of the Nominations Committee works with the committee to secure nominations for USAIN officers and directors.

### Webmaster

Prior to the end of the calendar year, the Webmaster updates the individual and institutional membership forms with the new year dates.

### **Conference Year**

### **Spring**

#### President

After the elections, contact all who ran to announce results and thank nominees.

Works with the Chair of the Conference Committee to make sure the Conference Committee is appointed about 24 months before the conference date. (in spring 2012 the conference committee for 2014 is appointed).

For the Conference Banquet, the President arranges to get gift cards or a gift token of appreciation for the Conference Committee Chair, the Local Arrangements Chair, and the Program Committee Chair.

At the conclusion of the President's year of service, the President prepares certificates or letters of appreciation for Chairs of Committees and, during conference years, Interest Group Conveners.

President is responsible for preparing an annual report of network activities for submission to the council and the membership.

Arrange for the transfer of files to their successor or to the Network archives.

#### Secretary/Treasurer

In January of each year, compile the budget figures for the reserve metric and with the Budget Task Force, determine if we are fiscally sound.

By March 1<sup>st</sup>- Notice of upcoming USAIN business meeting must be sent to the membership at least 30 days in advance of the meeting by the Secretary/Treasurer. During a conference year, March 1<sup>st</sup> would be a good deadline.

The Secretary/Treasurer provides checks to the award winners. Awards will be presented at the Conference Banquet

Ask the EC to approve the EC travel allocation for the following year, so the EC isn't voting or approving its own travel allocation.

Arrange for the transfer of files to their successor or to the Network archives.

#### President-Elect (as Chair of the Awards and Honors Committee)

Chair of the Awards and Honors Committee forwards to the EC the names and documentation of those under consideration for the Honorary membership and Service to the Profession Award. The Awards Committee is to make its recommendation to the Council approximately three and a half months prior to the conference. The Council will vote on the award nomination for Honorary Membership and Service to the Profession Award.

As Chair of the Awards and Honors Committee, the Chair will be responsible for preparing certificates for the scholarship winners, and for requesting checks from the Secretary-Treasurer. Awards will be presented at the Conference Banquet

The Chair of the Awards and Honors Committee orders and brings the award plaques for the award winners.

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For the EC meeting at the Conference, make sure the Jefferson Cups have been ordered for the outgoing Past President and the current President. The cups are presented at the EC meeting. Jefferson Cups are ordered from: Woodbury Pewter [www.woodburypewter.com](http://www.woodburypewter.com) 8 ounce Jefferson cup; one side has the USAIN logo - wheat symbol and USAIN underneath other side has  
name  
president  
years

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### **Summer President**

In July or by early August, the President with help from the EC conducts a survey of the Membership every year by early September with results distributed by November. Consult with the Heads of Committees, Interest Groups, Program Planner, as well as the Council to gather questions for the survey. Include questions related to the Action Plan.

In June, at the beginning of his/her term, the President will prepare a welcome statement that will appear on the USAIN web site.

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##### Webmaster

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#### **Other Duties but not Yearly**

##### President

The President, together with the Chair of Communications and Web Site Coordinator, will re-evaluate the web hosting agreement to determine if it is still satisfactory for all. This shall be done by June 1<sup>st</sup> every three years, e.g., 2010, 2013, 2016

The President shall appoint a Director to take the leadership in revising the Action Plan every 3 years (e.g., 2010, 2013). The Executive Council votes on the Action Plan by May 1 of the revision year. The revised Action Plan takes effect on June 1 of the revision year.

Secretary/Treasurer

The Secretary/Treasurer is responsible for ensuring that an external audit review is performed every 2 years (2011, 2013 ...) either by a qualified non-Council member or financial management resource.