## Committee Timeline

### January
- **All**: confirm assignments, review committee charges, update timelines, request budgetary considerations for non-recurring expenses.
- **Judith Beale Scholarship**: announce availability of current year scholarships.
- **Membership**: audit member database and listserv; contact lapsed members.
- *The Florida Archivist* newsletter deadline (early January).

### February
- **Audit**: secure financial data from Treasurer to begin audit.
- **Annual Meeting**: announce annual meeting logistics.
- **Awards**: announce availability of current year award(s); solicit nominees.
- **Nominations**: announce open positions on Executive Board; solicit nominations.

### March
- **All**: Executive Board meeting (early March).
- **Annual Meeting**: submit detailed annual meeting information to President for announcement; distribute registration forms.
- **Awards**: distribute second call for nominations.
- **Judith Beale Scholarship**: distribute second call for applicants.
- **Membership**: second contact to lapsed members; include annual meeting announcement.
- **Nominations**: distribute second call for nominations.

### April
- **Audit**: finalize report
- **Annual Meeting**: send non-registered members detailed annual meeting information and registration forms by postal mail.
- **Awards**: submit recommendation(s) to Executive Board.
- **Judith Beale Scholarship**: select and inform recipients; submit list of recipients to Membership Chair and Treasurer.
- **Nominations**: finalize ballot and begin elections process.
- *The Florida Archivist* newsletter deadline (early April).

### April/May
- **All**: Annual Meeting (Committee Chairs: Annual Business meeting).
- **Audit**: submit and present report at Annual Business Meeting.
- **Annual Meeting**: host annual meeting; coordinate on-site workshops, sessions and activities.
- **Awards**: present award(s) at Annual Meeting.
- **Judith Beale Scholarship**: present awards at Annual Meeting; destroy
**Applications.**

- **Membership:** create badges and packets for Annual Meeting; coordinate on-site registration; submit and present report at Annual Business Meeting.
- **Nominations:** tally election results; announce elected Executive Board members; destroy ballots.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
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<tbody>
<tr>
<td><strong>May</strong></td>
<td>All: submit non-current records to President for transfer to State Archives.</td>
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<tr>
<td><strong>June</strong></td>
<td><strong>Annual Meeting</strong> (subsequent year): initiate planning.</td>
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<td><strong>July</strong></td>
<td><em>The Florida Archivist</em> newsletter deadline (early July).</td>
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<td><strong>August</strong></td>
<td><strong>Membership:</strong> assess membership levels; consider and implement ways to increase membership in following year. <strong>Society of American Archivists Annual Meeting.</strong></td>
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<td><strong>September</strong></td>
<td>No activity.</td>
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<td><strong>October</strong></td>
<td><strong>Membership:</strong> submit renewal announcement to Newsletter Editor. <em>The Florida Archivist</em> newsletter deadline (early October).</td>
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<td><strong>November</strong></td>
<td><strong>Membership:</strong> distribute renewal notifications (e-mail).</td>
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<td><strong>December</strong></td>
<td><strong>Membership:</strong> distribute second renewal notification (e-mail and postal mail).</td>
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*Approved by the Executive Board: June 10, 2013*