

<b>When</b>	<b>What</b>	<b>Who</b>
<b>JANUARY</b>		
January, week one/two	Plan of Work submitted to board	Committees, CIs, Board
January, week one/two	Membership renewals	ALL, reminders sent by Membership committee
January, week three/four	Board meeting- (reports due 7-10 days prior)	Board, Committee Chairs, CI council Chair, ALL welcome to attend
<b>FEBRUARY</b>		
February, week one	MO Library Advocacy Day	
February, week two	Conference Stakeholder Meeting	Conference chairs & stakeholders
February	Follow up membership welcome letters/ renewal reminders	Membership committee
<b>MARCH</b>		
March	Spring Membership Drive	Membership Committee
<b>APRIL</b>		
April, week three	Board meeting- (reports due 7-10 days prior)	Board, Committee Chairs, CI council Chair, ALL welcome to attend
April	Awards advertised/ announced	Awards committee
<b>MAY</b>		
May, week two	Conference Stakeholder Meeting	Conference chairs & stakeholders
May	Awards advertised/ announced	Awards committee
<b>JUNE</b>		
June, week four	Annual plans - mid year review	Committees, CIs, & Board
June	Awards advertised/ announced	Awards committee
<b>JULY</b>		
July 1st	Awards nomination deadlines	Awards committee

July 1st	Conference Proposals open	ALL Members
July 1st	Conference funding requests	Committees & Communities of Interest
July 1st	Conference Early Bird registration opens	ALL Members
July, week three	Board meeting- (reports due 7-10 days prior)	Board, Committee Chairs, CI council Chair, ALL welcome to attend
AUGUST		
August	Call for Volunteers	President Elect
SEPTEMBER		
September	Call for Volunteers	President Elect
September	Prepare draft budget	Budget & Finance Committee
OCTOBER		
Oct, week one or two	Annual Conference	ALL Members
October - Tues of Conference	Board meeting- (reports due 7-10 days prior)	Board, Committee Chairs, CI council Chair
October - Thurs of conference (Membership meeting)	Board meeting- Membership Meeting	Board, Committee Chairs, CI council Chair, ALL welcome to attend
NOVEMBER		
November 1st	Funding requests (non-conference)	Communities of Interest, Committee Chairs, Board Members
November, week one or two	Finalize Committees & CI leadership	President Elect
November, week one and two	Finalize MLA budget	Budget & Finance Committee
November, week three, four, or five	Board meeting- (reports due 7-10 days prior) Budget meeting/ approve new chairs & committees	Budget & Finance Committee, Board, Committee Chairs, CI council Chair, ALL welcome to attend
DECEMBER		
December 15th	Annual Reports & Plan of Work for next year	Communities of Interest, Committee Chairs, Board Members
December 31st	Renew MLA membership for next year	ALL