MACRL Events Timeline

Date	Event	Responsible Officer	Notes
Jan-Feb	Plan MACRL Spring Event	Vice-Chair (can ask Chair to set up the meeting with the other officers)	This can be an in-person event but the last 2 have been virtual and have had great success. MACRL generally has an honorarium for speakers. The events have been held either toward the end of May or beginning of June.
Jan	Send updated list of Officer names and titles to MLA Webmaster	Past Chair	Send updated CI list of officers/titles to MLA Webmaster - webmaster@molib.org
May/June	MACRL Spring Event	Vice-Chair	Host event and introduce speaker.
June/July	ALA Conference /ACRLChapter Councilors' meeting representation	ACRL Representative	Representative attends the councilors' meeting and reports back to MACRL.
mid-July	ACRL report due	Recorder	ACRL will send out a notification when the report is due with a link to their template. See example of past reports here - http://molib.org/get-involved/communities-of-interest/macrl/acrl-plan-for-excellence-implementation-report-from-macrl/
Sep/Oct	MLA Annual Conference	All officers if possible	Host MACRL CI table and be there for sponsored speaker/s
Sep/Oct	MACRL CI Annual Meeting	Chair	Sometime soon after the MLA Conference. Generally hosted virtually.
Sep/Oct (sometime after MACRL Annual Meeting)	Turn in MACRL Annual Meeting Minutes to the Webmaster to post on the website	Recorder	Send annual meeting minutes to the MLA Webmaster - webmaster@molib.org Here is the MLA webpage for MACRL Minutes - http://molib.org/get-involved/communities-of-interest/macrl/minutes-2012/

Nov 1	Funding requests from MLA due	Chair	Funding requests include money for future conference event costs, Spring event speaker costs, and conference expense money for the ACRL representative
Dec 31	MACRL annual report due	Chair	Send the report to the MLA board. Notification will be sent before the due date with a template.
Quarterly MLA meetings	Quarterly MLA meetings/reports due (optional)	Chair	The Chair can attend quarterly meetings and submit reports if there is something significant to include. Email reminders will be sent out about the meetings that include the report template.