

2016-2017 ACE Calendar

President: Steve Miller

July 2016

- **Board Meeting, July 18, 3 p.m. Eastern by Zoom**
- **President** continues working with 2017 Annual Conference Program Committee chair to make sure arrangements are progressing smoothly.
- **President** appoints a Nominating Committee, chaired by the **Past President**, that consists of three to five former presidents. The committee works to identify two candidates for Vice President and works with appropriate directors to oversee the nomination of director-elect candidates.
- **Directors** work with **Past President** to begin the process of selecting two candidates for director-elects.
- **Learning Community Director** begins working with Learning Community chairs to develop annual activities. Emphasis should be on developing goals and an action plan for the year ahead.
- **Learning Community Director** continues working with 2017 ACE Annual Conference Program Committee chair to establish a process for Learning Community input into the call for proposals and conference planning sessions.
- **Learning Community chairs** send names of all Learning Community officers to the **Learning Community Director** and **Executive Director** by Friday, **July 29**.
- **President** appoints ACE representative to *Journal of Extension* (three-year term). (**Completed.**)

August 2016

- **Board Meeting August 15 by Zoom**
- **President** reminds directors, committee chairs and task force chairs to complete and submit their fall reports to the **President** and **Executive Director** by **September 16**.
- **President-elect**, with help from the **Executive Director** and input from **Learning Community Director** and leaders, begins planning for improvements to the 2017 Critique and Awards (C&A) Program. This may include revisions to the C&A rules, classes, entry forms, critique forms, quality of judging and critiques, and other items. **Learning Community leaders** may poll Learning Community members to gather suggested revisions for the following year's program.
- **President-elect** reminds Learning Community chairs to send proposed revisions for the C&A program and the names and contact information for all judges, including the selection of the Outstanding Professional Skill award judge, to the **President-elect** and **Executive Director** by **November 1**.
- **President-elect** names the 2018 ACE Conference program committee chair and assists with the committee member recruitment.
- **Learning Community Director** reminds Learning Community chairs to complete the strategic planning process by finalizing goals and action plans for the year by **September 16**.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

September 2016

- **Board Meeting, September 19, Zoom**
- **UPCOMING: ACE Fall Board Meeting October 2-5, 2016, New Orleans.**
- **Directors, committee chairs and task force chairs** submit fall reports to the **President** and **Executive Director** by **September 16**.
- **Learning Community chairs** submit fall reports, including annual action plans, to the **Learning Community Director** and **Executive Director** by **September 16**.
- **Directors** submit names and biographical data for director-elect nominees to the Nominating Committee chair by **September 16**.
- **Learning Community chairs** submit written recommendations for C&A program revisions to the **President-elect** and **Executive Director** by **September 16**.
- **Membership Director** makes sure each state has a state representative.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.
- **ACE Fall Board Meeting October 2-5, 2016.**

October 2016

- **Board Fall Board Meeting, October 2-5, 2016, New Orleans.**
- **President-elect** asks Learning Community chairs to begin recruiting judges for the 2017 C&A program. **Executive Director** supplies **Learning Community Director** and chairs with a list of judges from the previous year.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

November 2016

- **Board Meeting November 21, Zoom**
- **Development Fund Officer** calls for grant applications during the first week of November and announces that all required materials must be submitted by Friday, **December 2**.
- **Learning Community Director** continues working with Learning Community chairs and the Program Committee chair to develop the 2017 ACE conference program. Learning Community chairs remind members of the deadline for proposals.
- **President-elect** works with **Executive Director** to ensure that all C&A materials are revised, as needed, and made available online by **December 2**.
- **Membership Director**, working with the **Executive Director**, announces the availability of online membership renewals and payments beginning **December 1**.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

December 2016

- **Board Meeting 19, Zoom**
- **Learning Community chairs** submit C&A judge names and contact information to **Learning Community Director** and **Executive Director** by **December 1**.
- **President-elect** invites members to participate in the Critique & Awards program beginning **January 1, 2017**.
- **President-elect** confirms that the program committee is in place for the 2018 ACE conference.
- **Nominating Committee chair (Past President)** submits names and biographical data for Vice President and director-elect candidates to the President and **Executive Director** by **January 4**.
- **President-elect** (who will be President at the time of that meeting) appoints the 2018 Annual Conference Program Committee by January 1, including a chair or co-chairs, the **Professional Development Director** and wide representation by region and membership groups, including retirees. The committee should include Learning Community representatives or work closely with the Learning Community in annual conference program planning.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

January 2017

- **Board Meeting January 23, Zoom (January 16 is a holiday)**
- **Development Fund Committee** selects grant recipients and notifies the **President** and **Executive Director** by **January 1**. The board considers the recommendations during its **January** meeting. Once the grant awards are approved, the **Development Fund Committee** notifies applicants about the status of their grant requests and asks that grant recipients contact the **Executive Director** to request a disbursement of funds.
- **President-elect and Executive Director** contact judges with C&A details by **January 15**.
- **President and Executive Director** announce all award programs during the first week of January, explain the submission process, and encourage members to enter or make nominations for the various awards by **February 17**.
- **ACE Critique and Awards – President-elect and Executive Director** remind members multiple times in January that C&A entries must be submitted online by **January 31**.
- **Pioneer Awards – President and Executive Director** solicit nominations, which must be submitted by **February 17**. Winners are selected by the Board on its next call.
- **Professional Award – President and Executive Director** solicit nominations from members, which must be submitted by **February 17**. President appoints a selection panel comprised of past recipients and national agriculture communications organization presidents, who recommend a recipient by the next Board meeting.
- **Awards of Excellence – Learning Community chairs** solicit nominations from their members and set up a selection process. They review the nominations and send the names of recommended recipients to the **Learning Community Director** by **February 17**. The **Learning Community Director** provides the names of those selection for consideration and vote by the board during the next board meeting.
- **Reuben Brigham Award – President** solicits nominations from the 2017 Conference Program Committee. The board selects the recipient during its March meeting.

- **JAC Article of the Year Awards – JAC editorial board** chooses judges to select the award recipients. A representative of the editorial board recommends award recipients during the March ACE board meeting. Once the board approves the recommendation, the JAC editorial board chair notifies the award recipients.
- **Research Paper of the Year Award – Research Learning Community** chooses the award recipient and makes a recommendation during the March board meeting. Once the board approves the recommendation, the **Research Learning Community chair** notifies the award recipients and works with **Executive Director** to order the necessary plaques.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

February 2017

- **Board Meeting February 20, Zoom**
- **Past President and Executive Director** announce the online election of appropriate directors-elect and a Vice President by **February 28**.
- **President and Executive Director** remind members on **February 1** that nominations for the Pioneer Award, Professional Award, Reuben Brigham Award and the Awards of Excellence must be submitted by **February 17**.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

March 2017

- **Board Meeting March 20, Zoom**
- **President** announces election results to the membership, once it is confirmed that all candidates have been notified of the election results.
- **President** notifies the Reuben Brigham Award recipient and the nominator, and invites the recipient to the annual conference; arranges for a plaque with the **Executive Director**; and sends a letter of thanks to the people whose nominees did not win.
- **President** notifies the recipient of the Professional and Pioneer Awards, the recipient's nominator and the recipient's administrator, who is asked to support the recipient's attendance at the annual conference.
- **President-elect** and **Executive Director** send letters through Submittable to all C&A program entrants, providing their critiques and notifying them of results. Notification includes conference registration information.
- **President-elect** begins working with **Executive Director** to update the calendar for 2017-2018, including board meeting schedule. The calendar should be ready for the summer board meeting.
- **Membership Director** and **committee review** and update the ACE State Representative Handbook. Revisions should be reviewed during the April board meeting.
- **Learning Community Director** begins working with **Learning Community chairs** to update the Learning Community Leader Handbook, if necessary. Revisions should be reviewed during the April board meeting.

- **President-elect** and **Executive Director** work with the ACE conference planning committee on the C&A awards program and display.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

April 2017

- **Board Meeting April 17, Zoom**
- **President** contacts all directors and committee chairs, reminding them that year-end reports are due to **Executive Director May 19**.
- **Learning Community Director** reminds Learning Community chairs to prepare their year-end reports, with input from their members by **May 19**. He/she invites Learning Community chairs to present their reports to the board at its June meeting.
- **Learning Community Director** sends the Leader Handbook, if revised, to the **Executive Director** for posting on the web by **April 28**.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

May 2017

- **Board Meeting May 15, Zoom**
- **President-elect** begins making inquiries to fill appointments on committees, boards, and task forces for the year ahead.
- **President-elect** shares 2017-18 calendar with the board.
- **Directors, committee chairs** and **task force chairs** submit year-end reports to the **President** and **Executive Director** by **May 19**.
- **Learning Community chairs** submit year-end reports, including an updated three-year professional development plan, to the **Learning Community Director** and **Executive Director** by **May 19**. Learning Community chairs also distribute their reports to members.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Membership Director** sends final version of update to the membership no later than the third week of the month.

June 2017

- **Board Meeting, Hotel Monteleone, New Orleans**

Contact

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