

## HOD COMMITTEE SCHEDULES 2009

### Delegate Assistance Committee

3/6 Request applications.  
4/21 Due to E.O.  
4/28 Mail to committee -  
Discussion/Decision by e-mail  
5/12 Comm. to let Chair know.  
5/19 Comm. Chair to let me know who are  
approved & for how much.  
5/20 Notify recipients & request checks.  
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7/24 Request applications.  
9/4 Due to E.O.  
9/11 Mail to committee -  
Discussion/Decision by e-mail  
9/25 Comm. to let Chair know.  
9/25 Comm. Chair to let me know who are  
approved & for how much.  
9/28 Notify recipients & request checks.

### Resolutions Committee

3/6 Request resolutions via list serve.  
5/18 Due (to comm. on line).  
6/2 Due to E.O.  
6/8 Send to HOD via list serve.  
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7/24 Request resolutions via list serve.  
9/11 Due (to comm. on line).  
10/2 Due to E.O.  
10/9 Send to HOD via list serve.

### Special Recognition Committee

3/19 Request for nominees for  
Outstanding Affiliate Contributor Award.  
5/20 Due to E.O. - by e-mail.  
5/27 Mail material to committee.  
6/10 Ballots due to chair.  
6/17 Chair notifies E.O.  
7/24 Recipient notified & photo & bio  
requested - after HOD approval. - via e-  
mail.  
9/7 Photo & bio due to E.O. - give to M.  
Cathcart.  
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3/19 E-mail request to HOD for nominees for life  
and honorary Members.  
4/30 Nominees & material due to E.O. - via  
e-mail.  
5/7 Nominees & material e-mail to  
Committee.  
5/28 Comm. to notify Chair.  
6/11 Nominee for life and honorary  
membership (1 for ea) due to E.O. (to K.  
Blackmon) from Special Recog. Comm.  
Chair. - via e-mail.

### Credentials Committee

3/6 Request Credentials Forms via list serve.  
5/6 Due to E.O.  
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7/24 Request Credentials Forms via list serve.  
9/23 Due to E.O.

### Elections Committee (HOD)

7/28 E-mail information form to HOD officer  
nominees after summer meeting.  
9/24 Information form due to E.O. - via e-mail.  
11/5 Info forms go in Agenda Books.

### Publications Committee

1/5 Request Articles for AARC Record.  
2/2 Articles due to editor.  
2/16 Articles due to E.O.  
2/23 AARC Record # 1 goes on line.  
5/1 Request Articles for AARC Record.  
6/2 Articles due to editor.  
6/17 Articles due to E.O.  
6/23 AARC Record # 2 goes on line.  
9/1 Request Articles for AARC Record.  
10/1 Articles due to editor.  
10/15 Articles due to E.O.  
10/22 AARC Record # 3 goes on line.

### Reports for Agenda Book

5/25 Request reports (8 wks before mtng.).  
6/22 Due to E.O. (4 wks before mtng.).  
7/6 Mail to HOD (2 wks before mtng.).  
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10/8 Request reports (8 wks before mtng.).  
11/5 Due to E.O. (4 wks before mtng.).  
11/19 Mail to HOD (2 wks before mtng.).

### HOD Meetings

7/20-21 Marco Island, FL.  
12/3-4 San Antonio, TX.

### Chartered Affiliates Committee (Summit Award)

4/1/08-3/31/09 Time period for  
submission of material.  
3/31 Deadline for submission  
of material.  
5/29 Committee to make  
selection.  
of award recipient.  
8/3 Recipient notified - after  
HOD approval.