

2017-2018 ACE Calendar

President Suzanne Steel

July 2017

- **Board Meeting, July 17, 3 p.m. Eastern, by Zoom**
- **President** continues working with 2018 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 2018 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 Monday, **July 31**.

August 2017

- **Board Meeting August 21, 3 p.m. Eastern, 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 22**.
- **President-elect**, with help from the **Executive Director** and input from **Learning Community Director** and leaders, begins planning for improvements to the 2018 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 2019 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 22**.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Executive Director** sends final version of update to the membership no later than the third week of the month.

September 2017

- **Board Meeting, September 18, 3 p.m. Eastern, by Zoom**
- **UPCOMING: ACE Fall Board Meeting October 9-12, 2017 (October 8-12 for officers), Scottsdale.**
- **Officers, Directors, committee chairs** and **task force chairs** submit fall reports to the **President** and **Executive Director** by **September 22**.
- **Officers, Directors** submit annual action plans to the **President** and the **Executive Director** by September 22.
- **Learning Community chairs** submit fall reports, including annual action plans, to the **Learning Community Director** and **Executive Director** by **September 22**.
- **Directors** submit names and biographical data for director-elect nominees to the **Nominating Committee** chair for consideration by **September 22**.
- **Membership Director** ensures 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. **Executive Director** sends final version of update to the membership no later than the third week of the month.

October 2017

- **ACE Fall Board Meeting October 9-12, 2017 (October 8-12 for Officers), Scottsdale.**

- **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.
- **Executive Director** supplies **Learning Community Director** and chairs with a list of C&A judges from the previous year to begin recruitment for 2018.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Executive Director** sends final version of update to the membership no later than the third week of the month. A reminder that online membership renewals and payments begin December 1 will be included in the update.

November 2017

- **Board Meeting November 20, 3 p.m. Eastern, by Zoom**
- **Learning Community chairs** submit written recommendations for C&A program revisions to the **President-elect** and **Executive Director** by **November 9**. These recommendations will then be submitted for board approval at its November meeting.
- **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 1**.
- **President-elect** asks **Learning Community chairs to continue** recruiting judges for the 2018 C&A program.
- **Learning Community Director** continues working with **Learning Community chairs** and the Program Committee chair to develop the 2018 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 1**.
- **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. **Executive Director** sends final version of update to the membership no later than the third week of the month.

December 2017

- **Board Meeting December 18, 3p.m. Eastern, by 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 2, 2018**.
- **President-elect** confirms that the program committee is in place for the 2019 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 **February 2**.
- **President-elect** (who will be President at the time of that meeting) appoints the **2019 Annual Conference Program Committee** by **January 2**, 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. **Executive Director** sends final version of update to the membership no later than the third week of the month, **which will include a listing of upcoming award programs**.

January 2018

- **Board Meeting January 23, (January 15 is a holiday), 3 p.m. Eastern, by Zoom**
- **Development Fund Committee** selects grant recipients and notifies the **President** and **Executive Director** by **January 5**. The board considers the recommendations during its **January** meeting. Once the grant awards are approved, the **Development Fund Director** 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 12**.
- **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, **listed below**.
- **ACE Critique and Awards – President-elect and Executive Director** remind members multiple times in January that C&A entries must be submitted online by **February 2**.
- **Pioneer Awards – President and Executive Director** solicit nominations, which must be submitted by **February 28**. 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 28**. 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 28**. 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 2018 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. **Executive Director** sends final version of update to the membership no later than the third week of the month.

February 2018

- **Board Meeting February 19, 3 p.m. Eastern, by Zoom**
- **Past President and Executive Director** announce the online election of appropriate directors-elect and a vice president by **February 28**.
- **President** works with **Board** to identify an **ACE representative** for ECOP/ESCOP/AHS Communications & Marketing Committee to begin January 2019.
- **President-elect** and **Executive Director** begin sending critiques through Submittable to all C&A program entrants, and notifying them of results. Notification includes conference registration information.
- **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 28**.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Executive Director** sends final version of update to the membership no later than the third week of the month.

March 2018

- **Board Meeting March 19, 3 p.m. Eastern, by Zoom**
- **President** announces election results to the membership, once it is confirmed that all candidates have been notified of the election results. The **President** notifies winners, while the **Past President** notifies those who did not win.
- **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** continue selection of Outstanding Professional Skill award winners, working with select C&A judges in each category, notifying OPS winners. Notification includes a request to include a video of the winning award at the 2018 ACE conference and conference registration information.
- **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. **Executive Director** sends final version of update to the membership no later than the third week of the month.

April 2018

- **Board Meeting April 16, 3 p.m. Eastern, by Zoom**
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Executive Director** sends final version of update to the membership no later than the third week of the month.



Grow your skills, grow your network, grow as a professional in ACE!

May 2018

- **Board Meeting May 14, 3 p.m. Eastern by Zoom**
- **President-elect** begins working with **Executive Director** to update the calendar for 2018-2019, including board meeting schedule. The calendar should be ready by the summer board meeting.
- **Membership Director** calls for submissions for the **ACE Update** the first week of the month. The **Marketing Director** will provide input as appropriate. **Executive Director** sends final version of update to the membership no later than the third week of the month.

June 2018

- **Board Meeting June 18, 3 p.m. Eastern, by Zoom**
- **President** contacts all directors and committee chairs, reminding them that year-end reports are due to **Executive Director July 13**.
- **Learning Community Director** reminds Learning Community chairs to prepare their year-end reports, with input from their members by **July 13**. He/she invites Learning Community chairs to present their reports to the board at the summer board meeting in August.
- **Learning Community Director** sends the Leader Handbook, if revised, to the **Executive Director** for posting on the web by **July 13**.

July 2018

- **Board Meeting July 16, 3 p.m. Eastern, by Zoom**
- **All directors and committee chairs** reports are due to **Executive Director July 13**.
- **President-elect** shares 2018-19 calendar with the board.
- **President** and **Executive Director** begin work on summer board meeting agenda.
- **President-elect** begins making inquiries to fill appointments on committees, boards, and task forces for the year ahead.
- **Directors, committee chairs** and **task force chairs** submit year-end reports to the **President** and **Executive Director** by **July 13**.
- **Learning Community chairs** submit year-end reports, including an updated three-year professional development plan, to the **Learning Community Director** and **Executive Director** by **July 13**. Learning Community chairs also distribute their reports to members.

August 2018

- **Board Meeting August 4-5, Scottsdale**
- **ACE Annual Conference at the Ag Media Summit, Scottsdale, August 5-8.**

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