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**

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