

# WLA PLANNING TIMELINE

AN OVERVIEW OF WHAT HAPPENS WHEN IN THE YEAR TO MAKE THINGS WORK.  
Presented to the WLA Board, Committee & Interest Group Chairs at the 2006 Retreat.

- \* WLA operates on a fiscal year that runs from August 1<sup>st</sup> to July 31<sup>st</sup>.
- \* It operates on a calendar-based membership year—January 1<sup>st</sup> to December 31<sup>st</sup>.
- \* Items below are listed from late spring to the following spring to reflect deadlines & duties of officers & chairs assuming office post-conference in any given year. Items in *Italics* are controlled by bylaws & cannot change without a vote of the membership. Other items are variable from year to year, but generally need to occur in an approximate time frame to keep things running smoothly. WLA ONLINE has a calendar that will reflect specific deadlines in a given year. The WLA Bylaws, Strategic Plan, Position Descriptions & Financial Policies (currently under revision) are also on the web.

Late March	Call for budget requests. Deadline: no later than May 5 <sup>th</sup> .
May	<u>Budget Committee</u> meets to establish draft budget for next fiscal year.
May 15 <sup>th</sup>	ALKI submission deadline for July issue.
June	<u>Board</u> Adopts next FY Budget at WLA Board Meeting and/or Planning Retreat.
June (odd years)	<u>New President &amp; Board</u> set Strategic Plan for 2 year period.
June (even years)	<u>President &amp; Board</u> may review & revise Strategic Plan at Board Meeting and/or Planning Retreat.
June-July (odd years)	<u>Outgoing &amp; Incoming Treasurer</u> work to assure smooth financial transition.
June-August	<u>Each officer, committee &amp; IG chair</u> should create her own schedule for the upcoming year; review Association & IG Bylaws, Position Descriptions & Strategic Plan to identify responsibilities & deadlines; and work with other officers, committee or IG members to establish this schedule.
July 1st	CE Grant Applications for events planned for September – November due to CE Council
July 15	Expense vouchers for current FY due to Treasurer for payment before end of FY.
Mid-July	Conference Program Proposals due to Conference Planning Committee for next conference. n.b. <u>Conference Committee</u> sets own deadline.
August 1	New Fiscal Year Begins (new <u>Treasurer</u> assumes duties in odd years).

August 1	<u>Association Coordinator</u> provides <u>Treasurer</u> with Official Interest Group count IG budget allocations are based on this number.
July/August	<p><u>Awards Committee</u> reviews criteria for awards and nomination materials; sets dates for mailing &amp; receiving nominations. If anything needs board approval this can be done by electronic vote or at September board meeting.. Revised documents posted to WLA Online</p> <p><u>Legislative Day Committee</u> completes scheduling for next years event; designs promotional materials and sets deadlines for mailing of registration flyers &amp; receipt of registrations.</p> <p><u>Member Services Committee</u> reviews all membership materials and redesigns as needed. Revised documents posted to WLA Online.</p> <p><u>Nominations Committee</u> reviews position descriptions for officers to be elected 2007-9. Develops strategies of recruitment and sets timeline for activities.</p> <p><u>Scholarship Committee</u> reviews criteria for scholarship &amp; conference attendance grants; sets deadlines for receipt of applications, committee interviews &amp; selection meeting . If anything needs board approval this can be done by electronic vote or at September board meeting. Revised documents posted to WLA Online.</p>
August 15 <sup>th</sup>	<u>Association Coordinator</u> mails Institutional Dues Materials to all academic & public library systems.
September 1 <sup>st</sup>	CE Grant applications for events planned for January to March due to CE Council.
September	<u>Association Coordinator</u> works with groups with printing/ mailing needs throughout fall & winter to set deadlines for production of materials, printing & mailing.
September/October	<u>Nominations Committee</u> actively advertises and recruits for members to run for elected positions for following year.
November 30th	<u>Association Coordinator</u> mails membership renewal notices to all personal members. Often the Awards Nomination announcement is included in this mailing.
January 1 <sup>st</sup>	<i>Personal dues for 2007 calendar year due.</i> In recent years the board has extended a "courtesy" deadline of February 15 <sup>th</sup> .
January 1 <sup>st</sup>	CE Grant applications for events planned April to September due to CE Council.

- January 15<sup>th</sup>*                      *Deadline for Nominations Committee to present slate of officers to WLA Board.*
- January 19<sup>th</sup> 2007*              *CONFERENCE 2007 Registration Mailing Deadline (90- days prior to conference).*
- February 15                      Deadline for personal & institutional dues renewals to be received to still qualify for member rate at workshops & conference and to guarantee receipt of March issue of ALKI.
- February 28, 2007*              *Ballots for election of officers mailed to all personal members of the WLA by Association Coordinator.*
- March 8, 2007 Library Legislative Day.
- March 9, 2007 WLA Board Meeting location usually at Timberland Regional Library
- March 21, 2007*                      *Earliest deadline to be set for receipt of returned election ballots in WLA office.*
- 5 days following deadline for return of Ballots the Election Committee must have completed tabulation & validation of election.*
- March 23, 2007                      Annual Report Deadline. Officers and Committee Chairs send to WLA office; IG Chairs send to Interest Group Representative. IG Representative forwards compilation report to Association Coordinator within ten days.