

AFDO Committee Timeline

June (Annual Conference):

- Committee receives new charges for the upcoming year and reviews them during their committee meeting at the AFDO Annual Conference.

July 31:

- Committee chairs hold conference call to discuss charges, form plan, and set first meeting date

By September 15:

- Hold first conference call with committee, divide into workgroups (if applicable)

By September 30:

- First Progress Report Due to AFDO to provide an update at the Fall Board of Directors Meeting

September 15 – December 31:

- Workgroups meet and prepare draft deliverables
- Committee begins to determine presentations for its time during the AFDO Conference

By January 31:

- Committee finalizes agenda for AFDO Conference Presentations

January – March:

- Committee works to complete deliverables and working with work groups
- Committee begins considering potential charges for next year

By March 1:

- Second Progress Report Due to AFDO to provide and update at the AFDO Spring Board of Director's Meeting.

April – May:

- Finalize work products, submit to AFDO and other committees as appropriate for review

May 1:

- Final committee report Due to AFDO

June (Annual Conference)

Final Committee reports will be accepted or rejected by General Membership.

Committee Support

The AFDO Office staff are available to assist with anything you need in order to make your committee run smoothly and to alleviate some of your workload. Examples are:

- Survey and Schedule Conference Calls.
- Send emails on your behalf.
- Create surveys, voting ballots, etc. as necessary.

Please contact: (717) 757-2888 or via email at afdo@afdo.org!