

Chapter Council Activities Projected* Timeline 2012-2013

*Note all dates are subject to change. Please look for communications regarding actual dates.

Date	Responsibility	Activity or Item to be Submitted	Call From
June 1	CC Chair	Completed Committee Rosters	
June 17	CC Secretary	Corrected Directory information to CC members	
June 17	CC Secretary	Draft minutes distributed for corrections	
June Date set by MLA	CC Committee Chairs	CC Committees—Objectives with completion data and Budget requests	CC Chair
July	CC Chair	Chapter Council Goals and Objectives and Budget to MLA	
August	CC Chair	Send link to free lunch tickets form	CC Chair
August 19	CC Members	Minutes Revision Due	CC Secretary
September Date set by MLA	CC Representatives CC Committee Chairs	Mid-Year Reports	CC Chair
September	CC Chair	Mid-Year Reports to MLA	
October	CC Members	Agenda Items for MLA Board Meeting	CC Chair
October	CC Members	Select 5 Major Jury Members and Send names to MLA Chair-Elect	CC Chair
October 14	CC Chair	Send Message to MLA 2014 NPC for Roundtable and Joint Meeting Slots	CC Chair
October	CC Chair	MLA Board Meeting	

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November	CC Secretary	Collect contact information for new chapter chairs and chairs-elect Submit information to: Kate Corcoran at MLA Headquarters; CC Secretary; CC web committee	CC Secretary
December	CC Chair	Welcome messages to incoming reps/alts and chapter chairs advising them of meetings and listserv	CC Chair
January	CC Members	Query CC members about agenda items for Winter Board Meeting	CC Chair
February	CC Chair	MLA Board Meeting	
March Date set by MLA	CC Representatives CC Committee Chairs	Request for Annual Reports	CC Chair
March	CC Members Chapter Chairs	Request Changes to Policy & Procedure Manual	CC Vice-Chair
March	CC Members Chapter Chairs	Update on MLA 2013 Activities	
April 1	CC Members	Chapter MLA Nominating Committee candidate Bios and Signed Agreements due to Elections Committee Chair	CC Election Committee Chair
April	CC Election Committee Chair	Distribute Ballots for Chapter MLA Nominating Committee candidate	CC Election Committee Chair
April	CC Chair	Annual Report to MLA	
April	CC Members	Solicit Committee Appointments for 2012-2013	CC Chair

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April	CC Election Committee Chair	Report Names Selected for Chapter MLA Nominating Committee candidates to CC Chair, MLA, and Nominating Committee Chair	
April	CC Chair	Welcome messages to incoming reps/alts and chapter chairs advising them of meetings and listserv	CC Chair
April	CC Members	Agenda Items MLA	CC Chair
May	Chapter Representative Chapter Alternate	Join a Chapter Council Committee	Chapter Council Chair
May 1	CC Members	Agenda Items for CC Meeting	CC Chair
May 1	CC Secretary	Collect contact information for new chapter chairs and chairs-elect Submit information to: Kate Corcoran at MLA Headquarters; CC Secretary; CC web manager	CC Secretary
May 17-18	CC Chair	MLA Board Meeting	
May 19	CC Members	CC Meeting	
May 23	CC Chair	MLA Board Meeting	

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