NEWEA CHEAT SHEET CALENDAR FOR COMMITTEE CHAIRS

AC – Annual Conference
A&D – Assessment and Development
EC – Executive Committee (President, President Elect, Vice President, Past President, Treasurer, Council Directors, WEF Delegates, and Secretary)
ECM – Executive Committee Meeting
MA – Member Association
SM – Spring Meeting
SMT – Senior Management Team (President, President Elect, Vice President, Past President, and Treasurer)

SMT Monthly Meeting typically held 1st Wed. of the month

JANUARY
- AC held the last Sun. – Wed. of the month at the Copley Marriott, Boston, MA
- ECM held Sun. of the AC (all chairs)
- New Committee Chair Orientation
- Abstracts for SM due end of the month

FEBRUARY
- Committee Roster due to NEWEA Office
- Review Committee Charge
- A&D questionnaires distributed to committee chairs
- Journal Spring Edition Submission Deadline 1st week of the month (State Director Reports due)

MARCH
- Strategic Planning Session typically held the 1st or 2nd Mon. and Tues. of the month, location varies
- Notify Awards Committee of WEF Award Nominees and obtain approval to go forward with WEF Awards packet

APRIL
- Completed WEF Awards Packets due to WEF by April 1st
- ECM typically held the 1st Wed. of the month in Worcester in conjunction with New England Water Works Association’s (NEWWA) Annual Spring Meeting (all chairs)
- “Fly-In” and Congressional Breakfast typically held during “Water Week” 1st part of the month in Washington, DC
- SM Preliminary Program released
- Hot Topic for AC identified by Program Committee
- Call for Nominations for EC and WEF delegate positions made available to membership (self-nominations encouraged)
- Ops Challenge Training – typically held mid to end of month
- Requests for Committee Budgets sent to Committee Chairs
- Committee Chairs return A&D questionnaires to Council Directors for review

MAY
- Call for Abstracts for AC go out 1st part of month
- Notify Awards Committee of NEWEA Awards Nominees and obtain approval to go forward with packet
- Call for Nominations for EC and WEF delegate positions due (self-nominations encouraged)
- Coordinate Speakers/Moderators for SM
- Nomination process for next year’s officers closes mid-month
- Journal Summer Edition Submission Deadline 1st week of month (WEF Delegate Reports due)

JUNE
- Council Directors return A&D questionnaires with additional comments to A&D Committee
- SM held the 1st Sun. – Wed. of the month, location varies (SM 2017 – Sea Crest, Falmouth, MA; SM 2018 – Hyatt Regency, Newport, RI)
- ECM – held Sun. of the SM (all chairs)
- Ops Challenge – held Mon. and Tues., awards on Tues. of SM
- Humanitarian Assistance & Grants Proposals due
- Completed NEWEA Awards Packets due to Awards Committee by June 30th
- Committee Budget Request Forms due to NEWEA Office

JULY
- Abstracts for AC due middle of the month
- Committee Appreciation Event weekday, location/date varies

AUGUST
- AC Hot Topic Abstract Review
- Journal Fall Editorial Submission Deadline 1st week of month (State Director Report due)

SEPTEMBER
- ECM – held on 3rd or 4th Wed. of the month, location varies (all chairs)
- Slate of candidates (officers) for next year presented at ECM
- Ops Challenge Golf Tournament, location varies
- AC Committee Abstract Review
- WEFTFEC Conference begins at end of month
  (WEFTFEC 2017, 9/30---10/4/17, Chicago, IL)
  (WEFTFEC 2018, 9/29---10/3/18, New Orleans, LA)
- NEWEA Annual WEFTFEC Gathering held Sun. Eve or Mon. lunch of WEFTFEC

OCTOBER
- NEWEA Fiscal Year begins on the 1st
- Call for Abstract for SM go out 1st part of month (or better yet end of Sept.)
- Humanitarian Assistance & Grant Award(s) announced
- Student Scholarship applications due
- Finalize AC Program/Preliminary Program released

NOVEMBER
- ECM – typically held 2nd or 3rd Wed. of the month at NEWEA Office, Woburn, MA – or other location TBA (select chairs)
- Coordinate Speakers/Moderators for AC
- Journal Winter Edition Submission Deadline 1st week of month (WEF Delegate Reports due)

DECEMBER
- Coordinate Speaker/Moderators for AC
- Student Scholarship winners announced