

Bylaws Committee Working Calendar

Revised July 26, 2022

Date	Task	Responsibility
July/August	Review and revise tasks for the coming year; communicate these to Committee members and Board liaison. Committee meets to decide if a budget is necessary for the coming year and to set the date for the Fall Open Session. Co-chairs draft blog post/profile on the Bylaws Committee.	Co-chairs
September	Co-chairs receive the current budget request and the past year's expenditures from the NASIG Treasurer, if applicable.	Co-chairs
September / October	Committee budget due to the NASIG Treasurer, if applicable	Co-chairs and Liaison
October	Prepare mid-year report for fall board meeting using template provided; include responses to any requests from the Board. Send to Board Liaison and Secretary.	Co-chairs
January/February	Committee progress report due to the Board Liaison and Secretary. Committee meets and sets the date for the Spring Open Session.	Co-chairs and Committee
February/March	Review Committee charges; Board Liaison will submit revised charges to the Vice President.	Co-chairs and Liaison
April	Prepare Committee Annual Report, due May 1. Submit to Board Liaison and Secretary. If an additional report is needed to account for activities and discussion items after May 1, send it to the Board Liaison before the Annual Conference Board meeting. Co-chairs contact the Committee members to see if there is a need to meet during the Annual Conference.	Co-chairs
May / June	Committee meeting at the NASIG Annual Conference (<i>optional</i>).	Co-chairs and Committee
June / July	Review correspondence from the past year via https://nasig.simplelists.com/bylaws-internal/ ; save any important correspondence to Google Drive, if necessary. Ensure that all outstanding action items are assigned to a committee member. Send thank you letters to retiring Committee members based on template in Committee Google Drive folder. Communications Committee updates Bylaws Committee email addresses (bylaws@nasig and bylaws-internal) to reflect new membership. Communications Committee grants co-chairs admin/website editing privileges in order to send emails to members-only (i.e. not nasig-l) in the case of a proposed revision/amendment.	Co-chairs
July	Committee Annual meeting minutes due to the Board Liaison and President by August 15 . Revise working calendar and committee manual; send updated PDFs to web@nasig.org for posting to Committee page: https://nasig.org/Bylaws-Committee Send updated working calendar and committee manual to Board Liaison and Secretary as well, for the purpose of updating the aggregated working calendar (for all NASIG committees).	Co-chairs