

Annual Plan of Work Timeline

The Annual Plan of Work is a prescribed listing of feasible tasks to be undertaken and accomplished during the upcoming fiscal year. Typically, the identified tasks are respectively assigned to an Ad Hoc Sub-Committee, Ad Hoc Panel or Task Force for execution, subject to oversight by the appropriate Standing Committee. Routine ongoing administrative responsibilities are not included in the list. The Plan of Work should title and briefly describe each task, assign a deadline (by month and year) and responsible oversight committee(s).

	Task	Assignee	Deadline
1.	Establish Ad Hoc Panel to develop a list of potential tasks.	Board of Directors	October Board Meeting
2.	Solicit recommendations from Standing Committees.	Ad Hoc Panel	January
3.	Solicit recommendations from general membership (electronically and at semi-annual membership meeting).	Ad Hoc Panel	Early-mid February (by e-mail w/forum notice and at Membership Meeting)
4.	Submit recommendations from Standing Committees to Ad Hoc Panel.	Standing Committees	Mid February
5.	Submit recommendations from general membership to Ad Hoc Panel.	General Membership (meeting minutes)	Mid February
6.	Develop Plan of Work draft.	Ad Hoc Panel	Late February
7.	Submit Plan of Work draft to the Board of Directors.	Ad Hoc Panel	Early March (at least 3 weeks prior to March Board Meeting)
8.	Disseminate Plan of Work draft to Board of Directors (Board meeting agenda documentation).	Clerical Support (DNR)	Mid March (at least 1 week prior to March Board Meeting).
9.	Adopt Plan of Work	Board of Directors	March Board Meeting
10.	Assign Plan tasks to appropriate Standing Committees for oversight.	Board of Directors	March Board Meeting
11.	Establish Ad Hoc Sub-committees to execute Plan of Work tasks.	Board of Directors	March Board Meeting
12.	Appoint chairperson and members of Ad Hoc Sub-Committees.	Respective Standing Committees	April
13.	Implement assigned tasks.	Ad Hoc Sub-Committees	May-February
14.	Submit related report with recommendations or confirmation of completion to Standing Committees.	Ad Hoc Sub-Committees	September
15.	Incorporate Ad Hoc Sub-Committee reports into respective Standing Committee reports.	Standing Committees	at least 3 weeks before October Board Meeting
16.	Distribute Standing Committee reports to Board of Directors.	Clerical Support (DNR)	October Meeting agenda documentation

The Plan of Work is based on a fiscal year and thereby execution of some tasks may span two calendar years.

If certain tasks are not completed by their established deadlines they can be canceled or incorporated into the Plan of Work for the following fiscal year.