COMMITTEE CHAIRS ANNUAL DUTIES AND DEADLINES

Use AAVLD new electronic forms to submit your documents

Key Dates

Mark your calendars

1. January 15- Submit the final committee members list
2. February 1- Submit Symposia / Workshop details for approval
3. March 1- Review your committee Webpage and submit suggestions and/or updates
4. September 15- Submit your committee agendas
5. November 15- Submit committee report

COMMITEE MEMBER LIST

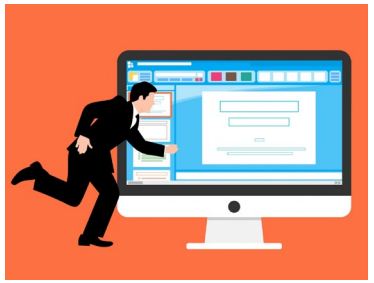
1. Prepare the committee list from the open enrollment submissions
2. Combine the annual meeting walk-in persons details and add to your final member list
3. Use the ‘AAVLD Committee Chair Reporting Electronic Form- Committee Member List’ form to submit your final member list for the AAVLD Presidents approval by January 15

https://aavld.memberclicks.net/committee-membership-list

SUBMIT SYMPOSIA/ WORKSHOP DETAILS

1. Discuss next years ideas for a symposia or workshop during your annual committee meeting
2. Report your ideas for your next Symposia/Workshop along with all other reporting details on the AAVLD report form
3. Discuss your ideas with committee members and finalize your plans
4. Submit your final request by using the 'AAVLD Committee Chair Reporting Electronic Form Symposium / Workshop report' by February 1
5. https://aavld.memberclicks.net/sympoium_workshop_report

COMMITTEE WEBPAGE UPDATE



1. Review committee webpage by March 1
2. Select webpage image and format
3. Submit your suggested changes, updates etc.
4. Use the ‘Committee Chair Request for webpage update’
5. https://aavld.memberclicks.net/committee-request-webpage-update

COMMITEE OPEN ENROLLMENT

1. AAVLD Committee open enrollment September 1 and closes October 1
2. AAVLD will send committee chairs a committee enrollment report in excel format by October 3
3. Committee chairs shall use the responses in addition to the annual meeting walk-in requesting to become committee members and submit the final excel report for President approval

https://aavld.memberclicks.net/committee-membership-enrollment-form

SUBMIT COMMITTEE AGENDA

1. Submit your annual meeting agenda by September 15.
2. Documents will be placed in the AAVLD/Committee shared Dropbox. These agendas will be shared with AAVLD staff
3. A copy of your agenda will be sent to Kaylin Taylor so she may update the annual meeting application
4. Use the ‘AAVLD Committee Chair Reporting Electronic Form Committee Agenda’
5. https://aavld.memberclicks.net/committee-pre-annual-meeting-agenda

COMMITTEE ANNUAL MEETING REPORT

1. Submit your committee report by November 15
2. Complete the report with all required details
3. Follow the instructions in the Committee SOP
4. Use the ‘AAVLD Committee Chair Reporting Electronic Form- Reports ’
5. https://aavld.memberclicks.net/committee-post-meeting-reports

COMMITTEE SOP

1

Know the Standard Operating Procedures

2

Follow the instructions and Key dates

AAVLD Committee SOP Version: December 2024

COMMITTEE AAVLD SHARED DROPBOX FOLER

AAVLD will send each committee chair a Shared Dropbox link

Each year in January, AAVLD will send each committee chair(s) a shared committee/AAVLD shared Dropbox link. The link and PDF Portfolio will be sent by email. The PDF Portfolio will include all documents, folders and forms pertaining to the AAVLD committee chairs.