

ELECTIONS COMMITTEE

2010-11 TIMELINE Template

March 15th	Call For Nominations, including Deadline Posted Call For Nominations on Website * <i>See Nomination and Self-Nomination Forms</i> Notified FATE members via email about the Call & the Election Email sent readers to Website for information Deadline generally four-six weeks
March 29th	N&E Committee Screening Collected by deadline all Nominations & Self-Nominations N&E Committee screened candidates' qualifications N&E Committee created potential Slate of Candidates
April 5th	FATE Board Screening N&E Chair sent potential Slate of Candidates to board N&E Chair allowed one-week period for feedback from board
April 12th	Invitation Letters Sent Invitation Letters to Potential Candidates Solicited Statement of Credentials and Intent * <i>See Candidate Invitation Letter template</i>
April 24th	Spring Board Meeting, Conference Site (St. Petersburg)
April 26th	Slate of Candidates Created Slate including Statements (and pictures if provided) Posted the Slate of Candidates to Website Notified FATE members via email about the Slate & Election * <i>See Election Notification to Members template</i>
May 3rd – 7th (5 day election)	ELECTION Posted ballot to website; one-week election Sent reminder to FATE members via email about Election * <i>See Election Notification to Members template</i>
May 10th	Election Results Notification Phoned & Sent letters via email to candidates elected Phoned & Sent letters via email to candidates not elected * <i>See Election Results Notification Letter template(s)</i> Posted election results to website
May 17th	Board Member Welcome Packet Sent new board member packet & materials by postal mail * <i>See Board Member Welcome Packet (Membership Committee)</i>
June/July	Conference Planning Meeting New members invited to participate on committees
October	New Officer & Director Inductions New members invited to Pre-Conference Board Meeting Introduced new members at the Annual Awards Luncheon Inducted new members at the Members' Business Meeting New members begin term at Post-Conference Board Meeting