



## **A Typical Year in Review Executive Committee Members**

(The EACE Executive Committee consists of the following board positions:  
President, President-Elect, Finance, Immediate Past President.)

An EACE Board year begins on July 1 and runs through June 30 of the following calendar year. This outlines the tasks and commitments that can be expected during a typical board year for Executive Committee members with the exception of the President.

### **June (previous to start of term):**

- In-person transition board meeting for incoming and outgoing boards. One full day typically in coordination with the Annual Conference.
- Board training meeting. Typically, a half day in coordination with the Annual Conference.

### **August, December, January, May:**

- Board meeting via conference call
- Board call preparation
- Monthly committee chairs call – typically one per reporting committee
- Monthly call with headquarters (President only; President-Elect optional)
- Participate in e-mail discussions
- Work on action items and projects

### **October, March, June:**

- In-person board meeting
- Board meeting preparation
- Monthly committee chairs call – typically one per reporting committee
- Monthly call with headquarters (President only; President-Elect optional)
- Participate in e-mail discussions
- Work on action items and projects.