

Educational Developers Caucus (EDC) Executive Annual Calendar

Note: In the years where there is a Past Chair, the role will be ongoing each month to support and advise the EDC Executive, particularly the Chair, providing EDC organizational history for continuity.

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
Jan	<p>Confirm agenda for monthly EDC Exec meeting</p> <p>Follow up on all items from last meeting as required</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising (e.g. ensure budget approval if not done previously by e-ballot); liaise with STLHE President and Secretariat as required. Write EDC Corner piece for STLHE newsletter</p> <p>Strike nomination committee for officer elections as required</p> <p>Identify next annual conference site for announcing at GM in February</p> <p>Sign Conference MOU</p>	<p>Remind EDC grant holders that they must submit final report</p> <p>Plan and prepare pro-d session for winter conference</p>	<p>Complete processing and editing of all sessions, as well as thanks to reviewer team, for conference program; send to conference hosts</p> <p>Communicate often with conference hosts re. ongoing plans and assistance required</p> <p>Assist if required to ensure all aspects of planning are addressed (transportation; greetings; documentation; communication protocols.</p> <p>Help remind host of letters required and materials to be sent for translation</p> <p>If next year's host is known,</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Work on updates regarding the budget in preparation for discussion at EDC Conference</p> <p>Arrange with EDC Vice-Chair, Communications to put approved budget on EDC web site</p> <p>Note: The EDC Treasurer is a member of a group of people responsible for budgets for various STLHE groups and projects. This group is chaired by the STLHE Treasurer. There are conference calls</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants - Social Media sites (e.g. Twitter, Facebook) -EDC conference updates -official documents page -resource page <p>Update ListServe as needed</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC</p> <p>Communications for posting to websiteUpdate membership list and send welcome (including bag and pin) to new members (it may be that this will be monthly in the future)</p> <p>Send a reminder to renew EDC membership.</p>	<p>Last minute conference updates; plans for AGM and exec meeting and dinner</p> <p>Finalized budget for presentation at EDC conference</p> <p>Develop agenda for AGM meeting in Feb and post to members ahead of time</p> <p>Nomination committee as needed</p> <p>Membership list for conference</p> <p>Last minute plans for Pro D session at conference?</p> <p>Input to Feb STLHE Board meeting?</p>

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
	Help with any conference items as required		<p>invite them to announce their location at the EDC general meeting</p> <p>Develop MOU with future host(s) institutions and obtain all necessary signatures</p> <p>Ensure plans for evaluation of conference is in place</p>	at various times throughout the year.			
Feb	<p>Confirm agenda for monthly EDC Exec meeting at EDC conference</p> <p>Follow up on all items from last meeting as required</p> <p>Attend all day STLHE Board meeting to advocate for all and any EDC interests arising liaise with STLHE President and Secretariat as required</p> <p>Write semi-annual report representing EDC and submit to STLHE Board and</p>	<p>Lead pro-d session at winter conference, assist facilitators of the Educational Institute</p> <p>Announce grants details and deadlines, including call for reviewers</p> <p>Remind current year's grant holders that they must submit update report by March 1</p>	<p>Thanks to conf host, introduce academic program and thank the reviewers</p> <p>Communicate with Conference host to ensure report will be prepared</p> <p>Communicate informally with host for next year at the conference if known.</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Early February – receive membership stats from STLHE Administrator for previous fiscal year to reconcile budget regarding number of members</p> <p>Work with Executive on updates regarding the</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) <p>Update ListServe as needed</p> <p>Facilitate e-voting for elections of EDC executive positions</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC</p> <p>Communications for posting to website</p> <p>Send a reminder to those who have not renewed, to renew membership.</p> <p>Prepare membership list and agenda for AGM</p> <p>Produce meeting minutes from AGM,</p>	<p>Meeting is at EDC conference – last minute prep for AGM and any other details</p> <p>Grant update report call - date</p>

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
	<p>post to EDC website</p> <p>Represent EDC at day-long face-to-face STLHE Board meeting at the EDC annual conference to advocate for all and any EDC interests arising Chair EDC AGM</p> <p>Write thank yous to conference host(s) and respective President(s)</p>			<p>budget in preparation for discussion at EDC Conference</p> <p>Present update regarding budget at the EDC Conference</p>		and send to VC Communications for posting to website	
Mar	<p>Confirm agenda for monthly EDC Exec meeting</p> <p>Follow up on all items from last meeting as required</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as required</p>	Collect and send grant update reports to Vice-chair, Communications, to post to EDC website	Invite conference host(s) to April teleconference for presentation of preliminary report and financials	Receive and review monthly financials from STLHE Administrator	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) <p>Update ListServe as needed</p> <p>Facilitate e-voting for elections of EDC executive positions</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website</p> <p>Send new membership welcome (bag and pin) to those who were not able to attend the EDC conference.</p>	<i>Major initiatives</i>
Apr	<p>Confirm agenda for monthly EDC Exec meeting</p> <p>Follow up on all</p>			Receive and review monthly financials from STLHE Administrator	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference 	Develop and circulate agenda for monthly EDC Exec meeting	<i>Major initiatives</i>

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
	<p>items from last meeting as required</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as required</p> <p>Write EDC Corner piece for STLHE newsletter</p>			<p>Work with conference hosts regarding report related to final conference financials.</p> <p>Conference call with STLHE Treasurer and Administrator regarding EDC financials.</p> <p>Begin to work on finalizing a report on the budget for the previous year. Comparison of proposed budget vs. actual figures.</p>	<p>updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook)</p> <p>Update ListServe as needed</p> <p>Facilitate e-voting for elections of EDC executive positions</p>	<p>Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website</p>	
May	<p>Confirm agenda for monthly EDC Exec meeting/retreat</p> <p>Follow up on all items from last meeting as required</p> <p>Welcome new EDC executive members Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as required</p>	<p>Plan and prepare pro-d session for EDC annual general meeting at STLHE conference.</p>	<p>Ensure conference report is received and any follow up completed (such as appropriate division of profits) consistent with MOU</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Work with EDC Executive to finalize a report on the budget for the previous year. Compare proposed budget vs. actual figures.</p> <p>Arrange for travel</p>	<p>Post periodic updates as required to website concerning -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook)</p> <p>Update ListServe as needed</p> <p>Facilitate e-voting for elections of EDC</p>	<p>Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website Develop agenda for GM meeting in June and post to members ahead of time</p>	<p><i>Major initiatives</i></p> <p>Final prep for STLHE conference – Pro D.</p> <p>Living Plan</p> <p>Budget final report for previous year</p>

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
				honourariums for EDC Executive	executive positions		
June	<p>Develop agenda for monthly EDC Exec meeting</p> <p>Follow up on all items from last meeting as required</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising (liaise with STLHE President and Secretariat as required)</p> <p>Brief new officers on their roles as appropriate using the job descriptions developed by incumbents (after election results are known)</p> <p>Write semi-annual report representing EDC and submit to STLHE Board and post to EDC website</p> <p>Represent EDC at day-long face- to-face STLHE Board meeting at STLHE annual conference</p> <p>Chair EDC GM</p>	<p>Lead pro-d session at, and help lead EDC annual general meeting at STLHE conference</p> <p>Ensure there are enough reviewers for grants; ask individuals if don't have enough</p> <p>Acknowledge receipt of grant applications as they come in</p> <p>Finalize plans, instructions and templates for reviewers</p>	<p>If hosts for next year's winter conference are known, meet with them to go over who does what and when.</p> <p>If there is turnover in EDC positions, include the next person at this meeting (if there is a new member of Exec in this role)</p> <p>Prepare the call for next year.</p> <p>Work with conference co-hosts and EDC executive to finalize theme for conference</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Present the proposed budget vs actuals for the previous fiscal year at the EDC Annual General Meeting</p> <p>Send the new conference hosts the financial template to record income and expenses for the next EDC Conference.</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) <p>Update ListServe as needed</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC</p> <p>Communications for posting to website</p> <p>Prepare membership list and agenda for GM</p> <p>Produce meeting minutes for GM; send to VC</p> <p>Communications for posting to website</p>	<p>Meeting at STLHE conference</p> <p>Final plans for any Pro D or conference related stuff</p>

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
	meeting at STLHE conference Represent office at conference Assist with ProD segment as requested by VC ProD						
Jul	Follow up on all items from last meeting as required Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as required	Organize grant applications and send to reviewers	Work with conference co-hosts and EDC executive to finalize theme for conference (if not done in June)	Receive and review monthly financials from STLHE Administrator	Post periodic updates as required to website concerning -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) Update ListServe as needed	Develop and circulate agenda for monthly EDC Exec meeting if a meeting is held Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website	Recommend no meeting
Aug	Develop agenda for monthly EDC Exec meeting Follow up on all items from last meeting as required Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as	Collect grant reviewers' work, make final decisions on grant recipients; request adjustments if appropriate; send contracts to be signed, and upon receipt of these, and announce grant recipients and acknowledge reviewers Through emails to		Receive and review monthly financials from STLHE Administrator	Post periodic updates as required to website concerning -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) Update ListServe as needed	Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website	<i>Planning for the year ahead</i>

	Advocacy (Chair)	Pro-D (Vice-Chair, Professional Development)	Conference (Vice-Chair, Conferences)	Budget (Treasurer)	Website (Vice-Chair, Communications)	Communications (Secretary)	Focus of Monthly Executive Meeting
	<p>required</p> <p>Review notes, minutes, agendas, etc and develop advocacy priorities for the year ahead</p> <p>Review by-laws for any necessary changes</p>	<p>STLHE treasurer (cc to EDC treasurer), request transfer of funds to grant holders</p> <p>Collect and send this new batch of successful grant proposals to VC, Communications, to post to EDC website</p>					
Sept	<p>Develop agenda for monthly EDC Exec meeting</p> <p>Follow up on all items from last meeting as required</p> <p>Receive and read all 3M applicant binders preparatory for selection meeting Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as required</p> <p>Check website information is updated ready for the year ahead Review site for advocacy opportunities</p>	<p>Prepare for ED Institute. Collect names of people to lead.</p> <p>EDC Grants: get contracts signed , make announce winners.</p> <p>Remind EDC Grant holders, final reports are due Oct</p> <p>Discuss format and leaders for the EDC Institute this year. (May need to revise when this occurs)</p>	<p>Review categories of session for EDC conference.</p> <p>Discuss conference format and plans with conference hosts.</p> <p>Revise materials as required</p> <p>Finalize details of Call for Proposals and Reviewers for winter conference and get posted to web and sent to membership</p> <p>Work with conference co-hosts, EDC executive and membership to identify invited</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Meet with STLHE Treasurer to review EDC finances and begin planning for proposed budget for next fiscal year</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) <p>-Revise website to include updated EDC Conference information in collaboration with VC (Conferences)</p> <p>Update ListServe as needed</p> <p>Receive updated list of EDC members, add additional members to ListServe</p> <p>Review by-laws and update as necessary (if changes needed)</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website</p>	<p>Living Plan Report on grants</p> <p>Make sure conference planning running smoothly.</p> <p>Discuss format and leaders for this the EDC Institute this year.</p>

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			<p>pre-conference workshops (if any) or consider a general call for workshops.</p> <p>Discuss format of the conference with hosts (days, lengths, types of sessions, workshops, any extraordinary events to be included)</p>		facilitate e-vote)		
Oct	<p>Develop agenda for monthly EDC Exec meeting</p> <p>Continue reading all 3M applicant binders preparatory for selection meeting Follow up on all items from last meeting as required</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising; liaise with STLHE President and Secretariat as required</p> <p>Write EDC Corner piece for STLHE newsletter</p>	Remind current year's grant holders that they must submit final report by one year after the grant is awarded	<p>Collect and organize reviewer team for winter conference.</p> <p>Revise reviewer documentation as required.</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Work with EDC Executive to finalize proposal for EDC budget for next fiscal year</p> <p>Write communication to EDC members asking for feedback regarding the EDC proposed budget for the next fiscal year</p> <p>Arrange with EDC Vice-Chair</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) <p>Review by-laws and update as necessary (if changes needed facilitate e-vote)</p> <p>Update ListServe as needed</p> <p>Facilitate e-vote to approve budget for upcoming year</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website</p> <p>Notifications to new members (monthly)</p>	Budget planning

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				Communications for e-mail communication to be sent to EDC members			
Nov	<p>Develop agenda for monthly EDC Exec meeting</p> <p>Follow up on all items from last meeting as required</p> <p>Participate in confidential 3M selection committee in Ottawa (4.5 full days)</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising (e.g. ensure budget approval if not done previously by e-ballot); liaise with STLHE President and Secretariat as required</p> <p>Present EDC budget to STLHE Board for approval Research and develop faculty development advocacy projects as required</p>		<p>Acknowledge receipt of conference proposals as they come in</p> <p>Organize submitted conference proposals and send out to reviewers</p>	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Work with EDC Executive to address feedback from members regarding the proposed budget.</p> <p>Edit the budget as required.</p> <p>Write communication and arrange with the EDC Vice-Chair Communications to conduct online voting for approval of the budget year for the next fiscal year.</p> <p>Send confirmation of approval of budget to EDC Chair so that she can pass</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page <p>Social Media sites (e.g. Twitter, Facebook)</p> <p>Update ListServe as needed</p> <p>Facilitate e-vote to approve budget for upcoming year</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC</p> <p>Communications for posting to website</p>	<p>Update on conference</p> <p>Update on grants</p> <p>Finalizing budget to send to STLHE board for approval</p>

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				our proposed budget to the STLHE Board for the December Board Meeting.			
Dec	<p>Develop agenda for monthly EDC Exec meeting</p> <p>Follow up on all items from last meeting as required</p> <p>Attend 2-hr STLHE Board meeting to advocate for all and any EDC interests arising (e.g. ensure budget approval if not done previously by e-ballot); liaise with STLHE President and Secretariat as required</p> <p>Research and develop faculty development advocacy projects as required</p> <p>Invite conference hosts to January teleconference</p>	Collect and send current grant final reports to VC, Communications, to post to EDC website	Collect and organize reviewer results; negotiate modifications if appropriate; make final decisions about sessions and send out results (and reviewer comments for final submissions) to those who submitted proposals. As resubmitted proposals come in, process for inclusion in conference program.	<p>Receive and review monthly financials from STLHE Administrator</p> <p>Write communication and arrange with EDC Vice-Chair Communications to inform the membership of approval of the budget for next fiscal year.</p> <p>Send confirmation of approval of budget to EDC Chair so that she can pass our proposed budget to the STLHE Board</p>	<p>Post periodic updates as required to website concerning</p> <ul style="list-style-type: none"> -EDC Grants -EDC conference updates -official documents page -resource page -Social Media sites (e.g. Twitter, Facebook) <p>Update ListServe as needed</p>	<p>Develop and circulate agenda for monthly EDC Exec meeting</p> <p>Produce meeting minutes for executive teleconferences; send to VC Communications for posting to website</p>	<p>Conference</p> <p>Budget for voting</p>