

## **BCCLS Calendar 2021**

### **JANUARY**

#### ***Executive Board Meeting***

- *First full Executive Board Meeting and usually includes setting standing committees and all officers except President*
- *Determine if Executive Board and System Council meetings will be virtual*
- *Review BCCLS office remote work arrangement*

#### ***Other Major Work***

- *President receives all requests for committee assignments and committee chair assignments*
- *BCCLS AUDIT commences*

### **FEBRUARY**

#### ***Executive Board Meeting***

- *Major change initiatives that impact financial planning for the institution should be brought to the board for consideration and possible submission to the System Council*
- *President announces committee chairs and rosters for the new committee next year*

### **MARCH**

#### ***System Council Meeting***

#### ***Other Major Work***

- *Committee Chair kickoff meeting with the President laying out charges for each committee*

### **APRIL**

#### ***Executive Board Meeting***

#### ***Other Major Work***

- *Finance Committee reviews Audit and recommends it to Executive Board*

### **MAY**

#### ***Executive Board Meeting***

- *Executive Board typically reviews the BCCLS audit and moves to System Council*
- *Executive Board typically approves Scholarship Committee recommendation*

#### ***Other Major Work***

- *Finance Committee begins work on next year's budget*

### **JUNE**

#### ***System Council Meeting***

- *Audit is presented to the entire System Council*
- *Scholarship winners historically have been announced at this meeting*

#### ***Other Major Work***

- *Finance Committee continues to work on next year's budget*
- *Personnel Committee reviews 2021 benefits for BCCLS staff*

## **JULY**

### ***Executive Board Meeting***

- *BCCLS 2021 Benefits are presented to Executive Board for approval*

## **AUGUST**

### ***Executive Board Meeting***

- *BCCLS next year's budget is presented for approval*

### ***Other Major Work***

- *All members are made aware of deadlines for ILS and Computer counts that impact next year's BCCLS bill*
- *BCCLS Annual Salary Survey is due at the end of the month*

## **SEPTEMBER**

### ***System Council Meeting***

- *BCCLS next year's budget is presented to System Council for discussion and possible approval*
- *Strategic Plan Update*

### ***Other Major Work***

- *Personnel Committee works on Executive Director evaluation*
- *Elections for next year's Executive Board and President are held*

## **OCTOBER**

### ***System Council Meeting***

- *BCCLS next year's budget is passed by System Council*
- *Annual Technology Report*
- *Drawing of trustees to serve 1-year terms on the Executive Board*

### ***Other Major Work***

- *Executive Director Evaluation is completed and approved by the Executive Board (Historically)*

## **NOVEMBER**

### ***Executive Board Meeting***

- *Joint Meeting with the current and upcoming Executive Board (incoming board members are guests and non-voting for the meeting)*

## **DECEMBER**

### ***System Council Meeting***