

## National Governance Cycle

As of 2-6-24

Month	NLT	XC	BOD	Foundation	AOF	National Office
<b>January</b>			National Leadership Nominating Committees convene (one for President Elect & VPs, one for Elected Director); non-selects contacted for follow-up <b>RVPs:</b> Post streamer submissions; RVP selections of LDP participants due	Install new board members and board positions. Strategic Planning Meeting  CFC Deadline – Jan. 15	Succession Planning for AOF XC & RFPOCs Support CTW with mentors.	Nominating Committees adjourn; National Office On-Site
<b>February</b>	National Nomination notifications made (on ballot or not).		<b>RVPs:</b> Award Nominations due		Award nominations due.	National Office Audit and Tax preparation; appoint Audit committee; hire independent auditor
<b>March</b>	National Leaders issue guidance for Annual Work Plans	XC Meeting (CapWeek);	Capital Week and Foundation Reception; develop Annual Report for last fiscal year; report success of previous FY Foundation-funded programs to National Office. <b>RVPs:</b> Post Annual Reports and Awards submissions due	Foundation Reception	AOF Silent Auction at the Foundation Reception (Capital Week). AOF VIP Reception @ Capital Week. Nomination Review at Capital Week. New Fellows notified.	National Audit and taxes due; National Election commences; submit SAME Foundation Support Annual Report to the Foundation.
<b>April</b>	President- Elect & XD begin determining XC members and Appointed Directors; National Election results presented, notifications made; Assign Elected Directors; Assign National Officers	Outreach to members visibly serving at Post/Nat'l levels for Nat'l Officer and Elected Director positions for following year	<b>COIs:</b> Prepare and submit Annual Work Plan drafts to COI Manager (capture any departing COI Chair guidance).  <b>RVPs:</b> Work with National Officer to submit Post/Region Strategic Plan Progress; Student Chapter Streamer Submissions due;		Prepare for Investiture.	National Election voting closes
<b>May</b>	Conduct exit briefs for old BOD; EAG Meeting		Strategic Plan update; awards & recognition; new BOD member training. Appoint XC and Appointed Directors.	Foundation Board Meeting; report to National BOD; Current LDP Class Graduates, New LDP Class Inaugurated.	AOF Chair provides new Fellow commitments to BOD. Investiture at JETC. AOF XC Change	Warfighter; Annual Report to Membership; NLT/XC/BOD Meetings scheduled for following year.
<b>June</b>	Annual Investment Policy Guidance (IPG) Review Solicit R2C members.		<b>COIs:</b> Develop program for the calendar year; finalize Annual Work Plans. <b>RVPs:</b> Graduating Post President follow-up. Requests for	Foundation Board determines if additional Board members are to be selected. Foundation governance committee provides criteria	New AOF Chair reviews/refines AOF Goals & Objectives. Nomination Webinar	Annual Governance & Management Review Prep; Membership Review Prep

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			Resource Support due to RVPs & National Officers.	to Foundation Board for selection.		
<b>July</b>		Staff prepares requirements – prioritized for R2C.	<b>COIs:</b> Annual Work Plans for following year are due 1 July to COI Manager. National Officers submit Requests for Resource Support to the National Office. R2C Convenes.	Foundation and SAME solicit nominations.		Mid-year Financial Forecast
<b>August</b>	President’s Guidance for National Election established and presented to BOD and Post Presidents.	XC Meeting (PLW); Annual Governance Review (including Bylaws review); COI Annual Work Plan Approval (resource requirements); Membership Review; XC provides budgetary guidance to National Office; approve Nov. BOD Meeting Agenda	XC Meeting at PLW to deliberate priorities of requirements as presented by the R2C. <b>RVPs: Begin Post Annual Assessments</b>	Request/Review of Foundation Support requirements is provided to the Foundation. Foundation Board votes on nomination recommendations from Nominating Committee.		Begin budget development for following fiscal year using input from Special Aug. BOD Meeting.
<b>September</b>	Nominating Committees selected. Society Request for Foundation Support sent to Foundation.	Implementing Documents Review	<b>RVPs:</b> 1 <sup>st</sup> Semester Student Chapter Status Reports due <b>KLDC:</b> Recruitment Webinar in conjunction with Nat’l Officer nomination announcement.	SAME XC votes on recommendations from Nominating Committee.	RFPOCs submit list of nominees to National Office.	Member needs survey (every three years 2015, 2018 ... ); Nomination announcement to membership
<b>October</b>		R2C reconvenes to review the Foundation’s funding decision against the request; determines final program funding recommendation to XC.	<b>COIs &amp; RVPs:</b> Prepare and submit Semi-Annual Report to National Leader	Foundation notifies the National Office of amount of funding to be made available for execution of upcoming FY. Board selectees are notified.		National Election nominations open.
<b>November</b>	Strategic Plan Assessment; EAG Meeting		BOD Meeting (SBC) - Strategic Plan Assessment; Annual Work Plan Impact Report. Begin succession planning (COIs & RVPs).	Foundation President reports to National BOD at SBC Foundation Board Meeting at SBC Recognize outgoing board members.	YP/Fellows Networking event at SBC YP/Fellows Luncheon at SBC	Prepare for Budget Brief. COI Managers assess Annual Work Plans

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<b>December</b>	Succession planning for following year is complete.	National Office Budget Brief and National Office Priorities for the next Fiscal Year to XC. Foundation support accounted for in budget.	Present succession to National Leaders (COIs & RVPs)	New board members are notified. Solicit for Silent Auction	Begin recruiting members for CTW Mentoring. Solicit for Golden Eagle, Gold Medal, and Brown Mentoring Award nominations. Nomination packets due to Nat'l.	National Election nominations close & committees convene.  National Office Budget Brief to XC, feedback to COIs, manage execution, measure and report ROI (to include staff labor).
<b>Recurring</b>						
<b>Weekly</b>	XD/President Call					XD Friday Note
<b>Bi-Weekly</b>	NLT Calls	XC Calls/Meetings		XD/Foundation Chair Call	AOF XC Calls	
<b>Monthly</b>			SLO Calls COI Steering Committee calls RVP Call		Journey to Fellow Touch Points	
<b>Bi-Monthly</b>					RFPOC Calls	
<b>Quarterly</b>	Investment Firm briefing; Post Presidents Call with the National President; COI Chair Call		Post Presidents Call with the National President; COI Chair Call		AOF Townhall	National Office conducts Quarterly Management Reviews (QMR) – XD updates the XC