

Timeline for NYRA chairperson(s)

January

- New chairperson(s) take over
- Compile NYRA Budget
- Begin organizing march Meeting
 - Locations
 - Contacts
 - Date (needs to be as close to March 15th as possible)

March

- Facilitate March business meeting
- Take care of any membership issues
- Send final nominated title list to committee members
- Notify nominated authors
- Compile reviews for nominated titles

May

- Compile votes for previous years titles (voting ends May 15th!)
- Announce winners to committee
- Notify winning authors and Perma Bound representatives
- Begin preparations for NYRA breakfast
 - Work with Perma Bound to bring in winning authors
 - Work with schools to get students to attend

Summer

- Collect titles recommended for next year
- Work with webmaster to keep recommended titles list updated
- Continue to work on NYRA breakfast preparations
- Create agenda for NYRA business meeting at NLA Conference
- Begin compiling Annual Report for NLA Board meeting at Annual Conference
- Update NYRA section of NLA handbook
- Order awards for winning authors

August or October (NLA Conference)

- Run NYRA business meeting
- Work on getting incoming chairperson(s) up to speed
- Continue to collect recommended titles for next year
- Urge committee members to start organizing local reading groups for each reading category and to participate in the discussion on GoodReads.com
- NYRA Breakfast!

November

- Send out final recommended titles list and work with webmaster to post it to NYRA website (Last day for recommendations is November 15th!)
- Begin recommended titles list for next year (if applicable)
- Work with incoming chairperson(s) for smooth transition (email lists, important info, etc.)