

2017-2018 Academy of Nutrition and Dietetics Calendar

As your affiliate plans the 2017-2018 annual plan of work and calendar events, below are major events for various Academy programs that you may consider integrating into your calendar.

Presidents-Elect may reference an [onboarding timeline](#) for the year in preparation for the role as President.

Notes:

- Several of the Academy Board meetings for later in the year are still TBD.
- The Academy Nominating Committee is meeting early July to discuss potential changes to the election timeline. The finalized election timeline will be available following that meeting.
- The Affiliate Training Webinar schedule is separate and can be accessed [here](#).
- The in-person, President-Elect training is still pending budget approval.
- CDR Training Events, DPG events and various awards and scholarship dates will be posted in the monthly affiliate newsletter

An updated calendar will be revised, posted and distributed as dates are added.

JUNE 2017

- 1** – Summer non-member recruitment campaign (through July)
- 1** - Change of officers/begin new membership/fiscal/program year (for majority of affiliates).
- 1** - DMIS updated with current membership year data.
- 25-26** - Public Policy Workshop, Washington D.C.

Suggested affiliate events for the month:

- Orient and transition new volunteers.
- Schedule reoccurring board and committee meetings.
- Consider sending a welcome letter to new/returning members.
- Consider contacting non-renewing members about renewing and/or survey on why they did not renew.

JULY 2017

- 1** – Membership Referral Program begins. (through September 1)
- 4** - Academy offices closed in observance of Independence Day.
- 13-15** – Academy Board of Directors Orientation and Retreat, Austin, TX

AUGUST 2017

- TBD** – [Nominations for Academy President-elect, Speaker-elect, and Treasurer-elect due.](#)
- 31** – Principles of Affiliation submission due to the Academy.
Ensure the affiliate has the previous year's tax information and letter of good standing.
- All month** – Kids Eat Right Month™

Suggested affiliate events for the month:

- Encourage nominations for the Academy's election.
- Help promote attendance to FNCE® and coordinate FNCE® event planning.

SEPTEMBER 2017

1 - Fall non-member membership recruitment campaign begins.
1 - Call for 2018 FNCE® educational sessions and posters begins.
1 – Membership Referral program ends.
8 – FNCE® 2017 early bird registration deadline.
4 - Academy offices closed in observance of Labor Day.
22 - FNCE® 2017 registration cancellation deadline.
14-15 – Academy Board of Directors Meeting, Chicago, IL
September - 50 year member listings and affiliate award winners published in Journal.

Suggested affiliate events for the month:

- Encourage nominations for the Academy's election.
- Help promote attendance to FNCE and coordinate FNCE event planning.

OCTOBER 2017

19 & 22 - Academy House Leadership Team meeting, Chicago, IL
20-21 - House of Delegates Fall Meeting, Chicago, IL
21-24 - FNCE®, Chicago, IL
22- Affiliate Presidents & Presidents Elect Networking Event during FNCE, Chicago, IL
23 - Affiliate Executive Director/Administrator Networking Event during FNCE, Chicago, IL
TBD - Reimbursement Representative Training during FNCE, Chicago, IL
TBD - Nominations due for all other Academy national elections positions, other than President-elect, Speaker-elect, and Treasurer-elect.

Suggested affiliate events for the month:

- Recruit for new affiliate leaders.

NOVEMBER 2017

1 - Solicitation for national honors and awards nominations.
15 - Call for 2018 FNCE® educational sessions and posters deadline.
TBD - Academy national slate of candidates announced.
24-25 - Academy offices closed in observance of Thanksgiving.

Suggested affiliate events for the month:

- Recruit for new affiliate leaders.

DECEMBER 2017

December 1 – January 15 - Winter membership recruitment campaign begins.

December 25 - January 1 - Academy offices closed in observance of Christmas and New Year's.

Suggested affiliate events for the month:

- Recruit for new affiliate leaders.

JANUARY 2018

1 – Call for Abstracts FNCE® 2018 opens

12 – ODEA award nominees due to NDEP

19 - Academy Board of Directors Teleconference Meeting

15 - Intent to nominate deadline for national honors and awards.

All Month - Affiliates can submit RYDY, RDTY, ODY, EDL and ODSA award winners to the Academy (through May 31).

Suggested affiliate events for the month:

- Begin program of work and budget planning for fiscal years beginning June and July.
- Recruit for new affiliate leaders.

FEBRUARY 2018

February 1 – April 30 - Spring non-member membership recruitment campaigns.

February 1 – Membership renewal opens for the 2018-2019 year.

1 - Academy national electronic voting begins including affiliate project vote

2 - Academy national spokesperson applications due.

TBD - Academy national election voting ends.

TBD- Academy national election results announced.

Mid month – Call of Abstracts for FNCE® 2018 closes.

End of the month – Project Vote winners announced.

All Month - Affiliates can submit RYDY, RDTY, ODY, EDL and ODSA award winners to the Academy (through May 31).

Suggested affiliate events for the month:

- Recruit for new affiliate leaders.
- Participate in project vote to promote the Academy's election.

MARCH 2018

Early March - 50 year member listings provided to affiliates.

1 - Submission deadline for national honors and awards nominations.

TBD – Academy Board of Directors Meeting

2- Outstanding Preceptor Awards deadline

14 - RDN Day (*always the second Wednesday in March*)

All Month - National Nutrition Month®

All Month - Affiliates can submit RYDY, RDTY, ODY, EDL and ODSA award winners to the Academy (through May 31).

All month – Promote membership renewals.

Suggested affiliate events for the month:

- Begin program of work/budget planning for start of new fiscal year.
- Recruit for new affiliate leaders.

April 2018

TBD - Academy House of Delegate Spring Virtual Meeting

15 – May 31 – Submit affiliate appointed and elected position names via survey.

All month – Promote membership renewals.

Suggested affiliate events for the month:

- Update board of directors/leadership team roster for start of fiscal year with elected and appointed positions.
- Continue program of work/budget planning for start of new fiscal year.
- Consider sending an end of year membership satisfaction survey.

MAY 2018

TBD - Academy Board of Directors Meeting

28 - Academy offices closed in observance of Memorial Day.

31 - Last day of the Academy fiscal year and membership renewal.

31 - RYDY, RDTY, ODY, EDL and ODSA winner submissions cut-off date.

All month – Promote membership renewals.

All month - Submit elected and appointed official names to the Academy.

Suggested affiliate events for the month:

- Finalize program of work/budget planning for the new fiscal year.
- Conduct end-of-year board evaluation.
- Ensure affiliate strategic plan and bylaws are current for the start of the fiscal year.
- Update all service agreements/contracts for start of fiscal year. Complete performance evaluations before renewing contracts.
- Ensure districts have signed an affiliate/district agreement for the start of the fiscal year.
- Work with volunteers preparing to end their terms to update position descriptions for incoming volunteers.
- Begin collecting data for the Principles of Affiliation submission.

Schedule of Future FNCE® Sites

2018

October 20-23, 2018

Washington, DC

2019

October 26-29, 2019

Philadelphia, PA

2020

October 17-20

Indianapolis, IN

2021

October 16-19

New Orleans, LA

2022

October 8-11

Orlando, FL

2023

October 14-17

Denver, CO