

## **Timeline for NYRA Chairperson(s)**

### **January**

- New chairperson(s) take over
- Compile NYRA budget
- Begin organizing March teleconference

### **February**

- When the Newbery and Cadlecott winners are announced, notify that NYRA members those titles will not be eligible for the NYRA awards.

### **March**

- Facilitate March teleconference and March business meeting
- Send out the final nomination list to committee members
- Notify nominated authors
- Have committee members write reviews for the nominated titles.

### **April**

- Update bookmarks with new nominated titles
- Compile reviews into one document

### **May**

- Compile votes for previous years nominated titles (voting ends May 15<sup>th</sup>). According to the by-laws, you must have two NYRA members present while counting the votes.
- Announce winners to the committee
- Notify winning authors and Perma-Bound representatives
- Begin preparations for the NLA conference
  - Work with Perma-Bound to bring in winning authors
  - If planning to invite kids to the award ceremony, work with the schools to schedule a field trip.
- Update the website with current information on winning books and information on the upcoming nominated books.

### **Summer**

- Collect titles recommended for the new year
- It is recommended to verify the copyright date and organize the list as recommendations come in.
- Work closely with the NLA Conference Committee to schedule the NYRA ceremony
- Create and agenda for the NYRA business meeting
- Begin to compile an annual report for the NLA Board meeting during the NLA conference.
- Order award plaques for winning authors.

### **August or October (NLA Conference)**

- Run NYRA business meeting
- Continue to collect recommended titles for new year.
- Urge committee members to start organizing local reading groups for each category and/or participate on [www.goodreads.com](http://www.goodreads.com)

### **November**

- Send out final recommended list and work with webmaster to post the list to the NYRA website
- Start the recommendation list for next year
- Work with incoming chairperson(s) for smooth transaction.