

## SIAAB Members - Due Dates

Action Required	Responsible Member	Due Date
New Board Member Term Appointments	Governor	Before February 1st
Chair and Vice Chair Nominations	All Members	Annually - January meeting
Chair and Vice Chair Elections	All Members	Annually - February meeting
Assignment of Coordinators	Selected by Chair / Approved by Majority	Annually - March meeting
Assignment of Special Assistants	Selected by Chair / Approved by Majority	Annually - March meeting
Webmaster Selection	Selected by Chair / Approved by Majority	Annually - March meeting
Schedule of Board Meetings	Approved by Majority	Annually - prior to end of calendar year
Meeting Schedule Posting	Chair	Monthly - 10 days prior to the next meeting
Meeting Agendas	Chair	48 hours in advance of each meeting
Draft Minutes Distribution	Chair	Prior to next scheduled meeting
Draft Minutes Approval	All Members	Monthly - at next scheduled meeting
Meeting Minutes Posting	Webmaster	Within 10 days of the Board's approval
Closed Meetings Review	All Members	Each March and September meeting
Board Conference Planning	Conference Coordinator	At least annually
FOIA Training	FOIA Coordinator/Officer	Annually as provided by OAG