National Congress of State Associations (NCSA)
Annual Timeline

1. Term

The National Congress of State Associations (NCSA) is a formal committee appointed by the NCRA Board of Directors. NCSA's term shall commence approximately August 1st and will run through the NCSA Annual Meeting during NCRA's Annual Conference of the following year.

2. Annual Timeline

August:
- NCSA Chair and Vice Chair confirm access to Toolkit with Staff Liaison
- NCSA Chair and Vice Chair will author and send an email/letter to affiliated unit leaders (President, VP, President-Elect) to introduce themselves and inform of what they and their delegates can expect in the coming year; i.e., quarterly meeting minutes, "What is NCSA?" presentation for their delegates.
- Ensure with staff liaison that ListServs have been updated to include current members of NCSA.
  - "NCSADelegate" ListServ will include entire Congress.
  - "NCSALeadTeam" ListServ will include the NCSA Leadership Team only.
- Follow up with affiliated units on any delegate designation forms that remain outstanding.
- NCSA Chair and Vice Chair will author and send an email introduction and "Welcome" to the Congress through the "Resolutions" ListServ.
- Set date for "What is NCSA?" presentation. (Within six weeks of convention)

September:
- Hold first NCSA meeting/"What is NCSA?" presentation (entire Congress)
  - Meeting/presentation should include:
    - Review of charges
    - Review of NCSA Guidelines and Annual Timeline
    - Review of expected meeting schedule
      - Approximately four (4) meetings a year – three (3) virtual and one (1) in person; however, since issues change each year, more or less meetings may be necessary.
    - Extensive review of NCSA Toolkit and its resources
    - Extensive tutorial on the Resolution Process
    - Review of ListServ Guidelines and Etiquette

- In the event of a "Change in Delegate"
  - Who to notify.
  - Where "Change in Delegate" form is located.
- Stressing the importance of updating SONAR
  - Where to find SONAR
  - Why it's an important resource.

October/November:
- Hold first quarterly meeting (Entire Congress) to discuss Court Reporting & Captioning week for February.
  - How to request Declaration from state government
  - Wording available in the Toolkit
  - Introduce any NCSA contests for CR&CW
  - Minutes to be distributed by Staff Liaison pursuant to NCSA Guidelines

January/February
- Hold second quarterly meeting to discuss CR&CW, cover Leadership Training, and provide an update on how the year is progressing; i.e., discuss resolutions, current events/issues, reminders of charges, if necessary.
  - Minutes to be distributed by Staff Liaison pursuant to NCSA Guidelines

April/May
- Hold third quarterly meeting to discuss topics/seminars for annual convention, resolutions, reminder of charges, and any current events/issues.
  - Give a heads-up that Delegate Designation Forms will be sent in June
  - Minutes to be distributed by Staff Liaison pursuant to NCSA Guidelines

May/June
- Send full Congress an invitation to the NCSA Annual Convention with RSVP required, to include names of attendees and whether the delegate(s) or alternate(s) will be attending.
- Send Delegate Designation Form to all affiliated units to prepare for the upcoming year.

July/August – NCSA Wrap-up and Annual Meeting
- Hold Annual NCSA Meeting at the NCRA Annual Convention pursuant to the NCSA Guidelines
  - Annual Meeting shall include but is not limited to:
    - Current NCSA Chair and Vice Chair will preside.
    - During the meeting, NCSA Chair shall pass and present the gavel to the Vice Chair to officially assume the role of Chair; new Vice Chair will be introduced.
    - Discussion of issues states would like addressed in the coming year.
    - Meeting adjourned by the newly installed Chair.