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| **Level** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** | **August** |
| **BPWC Advocacy Board** | Prepare brief to federal gov’t in English & French  Send info to members regarding upcoming meetings. | **Oct 19**  3:00 PM ET  BPWC Meeting  **Oct 31**  Submit brief to federal government contacts.  Commence arranging meetings with MPs | **Nov 16**  3:00 PM ET  BPWC Meeting  Continue arranging meetings with MPs | collaborate | **Jan 18**  3:00 PM ET  BPWC Meeting  Continue arranging meetings with MPs | Continue arranging meetings with MPs | **March 11-22**  Attend UN CSW 68 NYC | **April 1**  Hold meeting to discuss submitted resolutions.  **April 8**  Send summary of initial feedback to submitter.  **April 30**  Send draft book of resolutions to clubs. |  | Hold Q&A Meeting  Submit resolutions for translation | Send and post national resolutions package to clubs | **Aug 8-12**  Chair  BPWC AGM Convention, Moncton, NB |
| **National Advocacy Community of Resolution Chairs** |  | **Oct 23**  7:00 PM ET  Meet & Greet.  Discuss theme priorities, process & deadlines.  Discuss training, tools, and available seasoned mentors. | **Nov 6**  7:00 PM ET  **Resolutions Writing Workshop**  **Nov 27**  Partner with other clubs on resolution process and engage with seasoned members on process. | **Jan 22**  7:00 PM ET  Continue collaborating and partnering with your community. | **Feb 26**  7:00 PM ET  Final review | **March 1**  Deadline for club resolutions chair to submit national resolutions. +  **March 25**  7:00 PM ET  Hold community meeting to discuss submitted resolutions. | **April 22**  Deadline for submitter to send updated club resolution. | **May 27**  Deadline for clubs to submit national resolutions feedback forms. |  |  | * Attend convention. * Debate and vote on resolutions. |
| **Club Resolution Chair** |  | Attend and participate in meeting.  Book your calendar for future meetings. | Attend and participate in workshop.  Encourage club members to engage.  Collaborate with another club. | Present to club members and obtain further feedback. | Final review with club members &  prepare to submit to BPWC | Attend UN CSW | * Arrange club meeting. * Review all resolutions with your club. * Submit feedback forms. | * Club Elections * Assign and register delegates & alternates for convention | Attend Q&A session – members can attend and ask for clarification on resolutions. | Send information to club members regarding posted resolutions on BPW Canada website. | * Attend convention. * Debate and vote on resolutions. |