|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Sept** | **Oct** | **Nov**  | **Dec** | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** | **August** |
| **BPWC Advocacy Board** | Prepare brief to federal gov’t in English & FrenchSend info to members regarding upcoming meetings. | **Oct 19**3:00 PM ETBPWC Meeting**Oct 31**Submit brief to federal government contacts.Commence arranging meetings with MPs | **Nov 16**3:00 PM ETBPWC MeetingContinue arranging meetings with MPs | collaborate | **Jan 18**3:00 PM ETBPWC MeetingContinue 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 MeetingSubmit resolutions for translation | Send and post national resolutions package to clubs | **Aug 8-12**ChairBPWC AGM Convention, Moncton, NB |
| **National Advocacy Community of Resolution Chairs** |  | **Oct 23**7:00 PM ETMeet & 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 ETContinue collaborating and partnering with your community. | **Feb 26**7:00 PM ETFinal review | **March 1**Deadline for club resolutions chair to submit national resolutions. +**March 25**7:00 PM ETHold 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.
 |