

# Annual Planning and Timeline

Last Modified on 07/02/2026 3:27 pm EDT

HBA Central has developed an annual planning timeline and guidance to make the process easier for all HBA leadership components to set up for success. Please see full training in the Leadership Learning Center.

## 2027 Planning Dates and Deadlines:

- **Program Planning:** High-level 2027 program plans for all components are due by mid-August to HBA Central and your Regional Treasurer to enable appropriate planning and budgeting.
- **Budget Planning:** Regional budgets should be uploaded to Vena **no later 28 August** to meet HBA Central budget deadlines. Regional Treasurers can download the budget template to send to Chapters for completion, then upload all final into Vena when received back.
- **Succession Planning:** Succession planning must be completed by the end of August, especially identifying and submitting roles needing to be filled in 2027 via the Volunteer Manager Module, in time for a Fall recruitment push
- **Awards and Recognition:** Set up your nominations collector in ~September for your component Annual Awards; submit honorees to HBA Central by the end of October. *Please note:* the HBA's Global Leadership Awards will also be soliciting

## HBA Annual Planning Timeline

