|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2024 Management Committee Calendar** | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **JANUARY** | | | | | | |  | **FEBRUARY** | | | | | | |  | **MARCH** | | | | | | |  | **Date** | **Public Holidays** |  |
| Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  | **Annually** | Membership Renewal Due |  |
|  | **1** | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |  |  |  |  |  |  | 1 | 2 |  | **Annually** | **Review and update;** |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  |  | Asset m/ment Register |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |  | Codes of conduct/Accredit |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |  |  | All current policies/rules |  |
| 28 | 29 | 30 | 31 |  | | |  | 25 | 26 | 27 | 28 | 29 |  | |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  | Strategic/operational plan |  |
|  | | | | | | |  |  | | | | | | |  | 31 |  | | | | | |  |  | All current by laws |  |
|  | | | | | | |  |  | | | | | | |  |  |  | | | | | |  |  | Position descriptions |  |
| **APRIL** | | | | | | |  | **MAY** | | | | | | |  | **JUNE** | | | | | | |  | **Implement** | Succession planning |  |
| Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  |  | Budget and cash flow |  |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  |  | 1 |  | **Date** | **QWWF Annual General** |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | **Date** | **Division Annual General** |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | **Date** | **Management Committee** |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |  |  | Annual General Meeting |  |
| 28 | 29 | 30 |  | | | |  | 26 | 27 | 28 | 29 | 30 | 31 |  |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |  |  | Monthly Committee Meet |  |
|  |  |  |  |  |  |  |  |  | | | | | | |  | 30 |  | | | | | |  |  | General Meetings |  |
|  |  |  |  |  |  |  |  |  | | | | | | |  |  | | | | | | |  |  | Special General Meeting |  |
| **JULY** | | | | | | |  | **AUGUST** | | | | | | |  | **SEPTEMBER** | | | | | | |  | **Annually** | Management Skills Audit |  |
| Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  | **Date** | **Club Activities / Events** |  |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | Annual Presentation |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  |  | Accreditation courses |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  |  | * Coaching |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  |  | * Officiating |  |
| 28 | 29 | 30 | 31 |  | | |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | 29 | 30 |  | | | | |  |  | * First Aid |  |
|  | | | | | | |  |  | | | | | | |  |  | | | | | |  |  |  | * Boat Driver |  |
|  | | | | | | | |  | | | | | | |  |  |  |  |  |  |  |  |  |  | * Working with Chil |  |
| **OCTOBER** | | | | | | | | **NOVEMBER** | | | | | | |  | **DECEMBER** | | | | | | |  | **Date** | **Competition events** |  |
| Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  | Su | Mo | Tu | We | Th | Fr | Sa |  |  | * Club |  |
|  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  |  | 1 | 2 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  | * Regional |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |  |  | * State |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |  |  | * National |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 22 | 23 | 24 | **25** | 26 | 27 | 28 |  | **Date** | **Forms and returns** |  |
| 27 | 28 | 29 | 30 | 31 |  |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 29 | 30 | 31 |  |  |  |  |  |  | OFT / New committee |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Annually** | Member/Communi survey |  |

Management Committee Calendar of Events

Date: Public Holidays: As gazetted and adopted for the calendar year

Annually: Membership Renewal Date: All clubs should have an anniversary date of when memberships need to be paid by. These are the membership fees payable to the club for membership to the club.

Annually: Review and Update: Management committees need to continually review and update all policies, procedures, rules, regulations, by laws, codes of conduct, strategic and operational plans to ensure that they are all relevant and up to date. This should be completed annually before any AGM so that the new incoming committee have a strong base to begin

Annually: Implement: To support committee changeover and identify future volunteers, it is important to identify and mentor potential new committee members into their roles.

Date: QWWF AGM: President of club should attend this meeting to gather information on potential future support.

Date: DIVISION AGM: President of club should attend this meeting to gather information about events / activities / support

Date: CLUB AGM / MCM: Holding regular meetings at the same time and day in the month will ensure that committees are able to plan to attend and business is able to be transacted in a clear and transparent manner with minutes kept, reports presented and project committee updates presented. 

Annual General Meeting – Needs to be held within 3 – 6 months (as per club constitution) after the end of the club financial year.

Monthly Management Meetings – Need to be held on the same day and the same time each month to transact club business, review strategic and operational plans and objectives, receive project committee reports, approve payments, receive monthly profit and loss report, discuss and act of general business / events / activities

General Meetings – Held every three months and open to all members to attend and vote (if required). Presentation of reports on club activities plus opportunity to adopt changes in constitution (if required)

Special General Meeting – Held when required and most likely for potential constitution change

Annually: Management Skills Audit: A management skills audit will help identify where committee members strengths and weaknesses are and provision of education and training / mentoring organized to support committee members in carrying out their roles. Ideally this should occur within the first month of the new committee taking office.

Date: Club Activities: Annual Presentation – generally held at the end of club competition to celebrate another great season

Accreditation Courses – where possible, courses should be scheduled prior to the start of each competition season. Use of down time in competition to prepare for the coming season. Register of accredited members across each activity needs to be maintained and updated regularly.

Date: Competitions / Events: Integrating the club members calendar of events will provide the committee with information on upcoming club events which can range from competition to participation programs. This will help support the volunteer coordinator with sourcing and supporting volunteers needed to conduct these activities. Including regional state and national championships will allow the committee to reference and plan for support for members to attend. Club Regional State National

Date: Forms and Returns: Adhering to your club legal requirements is crucial to maintaining the safety and integrity of the club. Documents such as renewal of insurance, completion of OFT return and new committee member details sent to key stakeholders are key tasks for every new committee. Creating an online members survey and online community survey will help your committee with gathering vital data on how you can move forward and improve the delivery of your activities for the members and the community. OFT/new committee

Club/community survey



Date Adopted: 17/02/24 Prepared by: ProSportInternational 

Review Date: 17/02/26