**ENTITY NAME – ANNUAL BOARD CALENDAR**

The following tasks should be undertaken in the month in which it is shown or shortly thereafter. By completing these tasks progressively throughout the year the association should be well governed and continually improve. The tasks listed are not an exhaustive set of Board controlled tasks and tasks should be added or deleted as they rise and fall in importance to the Board Members currently governing the association. The tasks should be listed on the Board Agenda for the month shown.

**October (This the first month of the financial year)**

* Review the financial statements/report and submit to Auditor
* Review changes to procedures as submitted by management (Administration Manager)

**November**

* Review annual conference agenda, format, speakers, etc, and approve
* Formally notify members of AGM and annual conference
* Adopt the audited financial statements/report for issue to the members

**December**

* Annual General meeting & Annual Conference
* Xmas social event for invited guests, staff & Board members and their partners
* Review By-laws and policies applicable to the conduct of the sport and submit changes to Board for adoption by mid March

**January**

* Identify subcommittees that will be required to investigate and report to Board on specific topics prior to or during the season

**February**

* In conjunction with stakeholders review priorities for club facilities
* Meet with stakeholders and set the agenda for forthcoming season

**March**

* Review implementation/maintenance of the National Standards for Involving Volunteers by/of Karting
* Board Members to actively interact with Members prior to season commencing (plan approach, messages, etc, etc) and raise any matters at the meeting prior to the season commencing

**April**

* Review of preseason events with a view to improvement for following seasons

**May**

* Identify population growth areas that may demand a future facilities.
* Canvass interest & support from stakeholders for future developments

**June**

* Mid season review of the application of the Rules of Karting, Policies and By-laws
* Provide feedback to State and National bodies on areas that could be improved
* Mid season review of investment in facilities and other projects.
* Consider the facility budget for next financial year

**July**

* Review constitution and aim to submit changes to members by mid September
* Review strategic plan and aim to submit changes to board by mid October

**August**

* Review staff workloads & performance and recommend employment options, salary changes or bonus payments
* Review draft operational budget for next financial year

**September**

* Canvass current Board Members regarding their continuance on the Board. Seek out new / returning Board Members to fill any expected vacancies
* Review commitments to sponsors and commence negotiations for future seasons
* Adopt operational budget for next financial year
* Inform members of constitutional changes including the process for changing the constitution