

POLICY 10 - CLUB ANNUAL TIMETABLE

Links: Committee

Introduction

The Club's Administrative Committee needs to initiate a wide range of events and services in order to diversify the club's income sources, in order to produce an operating surplus each year. Such funds are required to finance the capital improvements and administration operations of the club. The Committee also needs to undertake a number of tasks to meet the requirements of the club's Constitution and legislation.

It should be noted that the club's Constitution specifies that the club's financial year is from 1 April to 31 March, with the AGM being held before the end of May each year.

In order to assist the Committee's business planning, a list of the required and optional events/services is set out below. The events set out in bold are as a consequence of the provisions in the Constitution.

Month	Event
June (After the AGM)	<ul style="list-style-type: none"> • Introductory committee meeting & portfolio selection • Update committee page on website • Notify Bowls SA, Council, MPs of new committee names • Committee Induction session • Selection panel Terms of Reference finalized • Selection Panel expressions of interest emailed
July	<ul style="list-style-type: none"> • Appoint Selection Panel • Date & Format for Greens Opening Night finalised • Membership invoices emailed • Invitation to Night Owl teams • Fee payment reminder to members
August	<ul style="list-style-type: none"> • Membership fees due • Nominate Pennant teams and pay the MBA • Greens Opening/Mayoral Trophy Night
September	<ul style="list-style-type: none"> • Update Bowlslink • Pennant training start • Trial Games start • All fees due
October	<ul style="list-style-type: none"> • Saturday, Wednesday and Thursday Pennants start • Free Bowls Friday start • Club Championship nominations called • Night Owl season starts
November	<ul style="list-style-type: none"> • Club Championship nominations close • First Bowls SA fees instalment



December	<ul style="list-style-type: none"> • Invite teams for Glenelg Medley Tournament • Christmas Lunch
February	<ul style="list-style-type: none"> • Quiz Night • Club Championship Finals
March	<ul style="list-style-type: none"> • 2nd Bowls SA Fees installment • Bowls SA Insurance Declaration Form emailed • Legends match vs police BC • MGA Business & Volunteer Insurance payment • End of Financial Year • Discuss any Life Member nomination proposals
April	<ul style="list-style-type: none"> • AGM Notice & Form emailed • Glenelg Medley Tournament • Awards Night • Set Fees recommendation for AGM consideration • Annual Report section drafted and emailed to the President for amalgamation and editing
May	<ul style="list-style-type: none"> • Edit & print Annual Report • Admin Committee nominations close • Annual Report emailed • Annual General Meeting