Timeline of Priorities

Club President

Below is a template for a timeline of priorities for you to download and fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year.  You can add or subtract from this list as necessary. Patrol Season is from September to April.

|  |  |  |
| --- | --- | --- |
| **July** | **August** | **September** |
| 1. SLSNSW State Conference 2. Plan / conduct AGM 3. Review / develop strategic plan 4. Plan any recruitment/retention activities 5. Lead monthly management team/board meeting | 1. SLSNSW Awards of Excellence 2. Complete Pre Season planning and notify your team of any changes (see SLSNSW [Pre-Season Pack](https://www.surflifesaving.com.au/resources?field_faq_topic=286&search_api_views_fulltext=) for support) 3. Begin Annual club compliance (see [SLSNSW website](http://surflifesaving.com.au/resources/governance-compliance) for further info) 4. Lead monthly management team/board meeting | 1. First Round of Compliance Due 2. Raising of the Flags 3. Season begins 4. Induction of new Club Management Team members ([see SLSNSW website](https://www.surflifesaving.com.au/resources/club-management-induction) for associated recourse to support you) 5. Pre-season briefings to club management team 6. Lead monthly management team/board meeting |
| **October** | **November** | **December** |
| 1. Final deadline for Annual Club Compliance 2. Lead monthly management team/board meeting | 1. Lead monthly management team/board meeting | 1. Lead monthly management team/board meeting |
| **January** | **February** | **March** |
| 1. Lead monthly management team/board meeting | 1. Lead monthly management team/board meeting | 1. End of Season 2. Lead monthly management team/board meeting |
| **April** | **May** | **June** |
| 1. Send awards of excellence nominations to Branches 2. Lead monthly management team/board meeting | 1. Submit Presidents reports for annual reports to Branch 2. Lead monthly management team/board meeting | 1. Review season 2. Review financials and submit to auditor 3. Lead monthly management team/board meeting |