Timeline of Priorities

Junior Activities Chair

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.

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| **July** | **August** | **September** |
| 1. SLSNSW State Conference 2. SurfGuard training – online webinars available July to September 3. Monthly board meeting | 1. SLSNSW Awards of Excellence 2. Check for new or updated resources released within the SLS Members Area Document Library & SLSNSW website 3. Check information in Pre-Season Pack and distribute to Age Managers 4. Meet with your Junior Activities Team to plan for the upcoming season 5. Recruitment and Registrations 6. Branch pre-season meeting 7. Junior Activity Chair Training 8. Monthly board meeting | 1. Read news and events that impact junior activities, e.g., circulars, club mail 2. Ensure that Working with children checks are competed and verified in SurfGuard 3. Recruitment and Registrations 4. Branch pre-season meeting 5. Junior Activity Chair Training 6. Monthly board meeting |
| **October** | **November** | **December** |
| 1. Junior Activities 2. Monthly board meeting | 1. JLOTY circular released - keep an eye out for Branch nomination and selection process 2. Junior Activities 3. Monthly board meeting | 1. Junior Competition Skills evaluations due by 31st December 2. Junior Surf Education Awards recorded in SurfGuard by 31st December 3. Nippers break over Christmas (plan if Santa is arriving via IRB or SSV!) 4. Monthly board meeting |
| **January** | **February** | **March** |
| 1. Junior Activities 2. Gather and collate course feedback and paperwork 3. Read news and events that impact junior activities, e.g., circulars, club mail 4. Monthly board meeting | 1. Junior Activities 2. Gather and collate course feedback and paperwork 3. Read news and events that impact junior activities, e.g., circulars, club mail 4. Monthly board meeting | 1. Junior Activities 2. Gather and collate course feedback and paperwork 3. Read news and events that impact junior activities, e.g., circulars, club mail 4. State Championships 5. Monthly board meeting |
| **April** | **May** | **June** |
| 1. Submit feedback to your branch, SLSNSW and SLSA for review by national and state committees 2. Junior Activities 3. Thank Age managers 4. SRC Graduation Event 5. Monthly board meeting | 1. Enter outstanding reporting information in SurfGuard 2. Review your season – what went well, what could be improved on 3. Check for new or updated resources 4. Monthly board meeting | 1. Finalise all outstanding reporting information in SurfGuard by 30th June 2. Annual report preparations 3. Professional development for continuous improvement 4. Monthly board meeting |