

CLUB EXECUTIVE CALENDAR 2023/24

JULY

- Annual General Meetings held
- Set next year's general meeting dates
- Review liquor license
- Prepare new members information pack
- Marketing for registrations
- Plan renewals campaign
- Review Pre-Season Information Pack
- Review cyber security options
- Update club website
- Strategic planning update / workshop
- Affiliate with SLSNSW & send to branch

RESOURCES

AGM Club Guide
Holding an effective AGM video
Child Safe Guidelines
Member Onboarding
Liquor & Gaming
Marketing toolkit
Club Health Check – Game Plan
SLSNSW Strategic Plan Toolkit

AUGUST

- Club Board to attend SLSNSW Club Management Induction Webinar
- Marketing for registrations
- Subscribe to Club Mail
- Gear and equipment checks
- Update Emergency Call Out team list
- Create patrol teams & roster
- Review & complete lifesaving agreement
- Complete the Surf Club WH&S Self Audit Checklist
- Complete Surf Club Health & Safety Inspection form
- Insurance declaration (due 30th)
- Update public officer with Dept of Fair Trading if required
- Advise ACNC & Fair Trading of any constitutional changes

RESOURCES

Club Management Induction
Welcoming new Board members
Webinar - Charity governance
Recruitment toolkit
Club Mail
Club Compliance
Registration for exec induction
WHS – Safer Surf Clubs Guide
Insurance declaration
Fair Trading – Public Officer
Fair Trading - Constitution

SEPTEMBER

START OF SEASON

- Registrations & audit of membership numbers
- New member inductions
- Compliance Stage 1 (due 15th)
- Social media channels review – create annual plan
- Appoint Member Welfare team - MPIO, Complaints Manager, Child Safe
- Ensure accessibility to child safe & member protection policies for members
- Make online complaints portal accessible
- Review website for member protection content (see toolkit)
- Update board in ACNC portal
- Renew Life Members
- Membership renewal reminder

RESOURCES

Member Onboarding
Marketing & social media
Member Protection Policy
Complaints Resolution Policy
Child Safe Policy
Member Protection & Complaints
Member Protection Toolkit for Clubs

OCTOBER

- Compliance Stage 2 (due 21st)
- Process members pending in surfguard
- Audit volunteers in child related roles & verify Working with Children Checks with OCG
- Club Board to attend SLSNSW Club Management Induction Webinar (if they missed the August webinar).
- Process nipper proficiencies
- Send out reminder to renew before auto-archive of non -financial members

RESOURCES

Club Management Induction
Office of Children's Guardian portal
Working with Children Check Info
Link to registration for exec induction

NOVEMBER

- Ensure patrolling members have completed proficiencies & process
- Strategic planning update
- Process members pending in surfguard
- Membership statistics received & reviewed

RESOURCES

SLSNSW Strategic Planning Toolkit

DECEMBER

- Financial review
- JLOTY and YOM applications
- Finalise proficiencies in surfguard
- Process junior awards in surfguard

RESOURCES

Financial Management
Club Guide

JANUARY

- Sponsor engagement
- Submit member recognition/honours awards

RESOURCES

Sponsorship Guide
Member Recognition

FEBRUARY

- Review constitution, by laws & club policies
- Prepare EOY financials
- Strategic planning update
- Safety review

RESOURCES

Club Constitution Template
Charity Governance Webinar
WHS – Safer Surf Clubs Guide

MARCH

- Review budgets for next year
- Prepare EOY financials

RESOURCES

Financial Management
Financial Reporting for Charities
Webinar

APRIL

END OF SEASON

- Prepare Annual Reports
- Nominations for Branch Awards
- Ensure incident reports have been entered into IRD systems
- Financials to auditors
- Finalise patrol logs
- Review lifesaving equipment & order for next season
- Club sponsorship annual review
- Edu-check due

RESOURCES

Annual Report Guideline
Sponsorship guide
Incident reporting

MAY

- Notices of AGM
- End of season review of member complaints
- Set membership prices for season
- Conduct annual maintenance inspection
- Conduct annual safety inspection & review club risk assessments
- Strategic planning update

RESOURCES

Safer Surf Clubs
Club Guide

JUNE

- Financials back from auditors
- Website review

RESOURCES

Financial Management
Financial Reporting for Charities

