

# CLUB EXECUTIVE CALENDAR 2023/24

SURF LIFE SAVING  
NEW SOUTH WALES



## 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](#)  
[Register for Club Management 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 the Governance for Good 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](#)  
[Register for Governance for Good](#)

## 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

[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](#)

Scan here  
for executive  
training sessions



Scan here  
for resources

