

# CLUB EXECUTIVE CALENDAR 2024/25



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
- Ensure your club has a Charitable Fundraising Number
- Turn on Non-proficient Email notification

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](#)  
[Charitable Fundraising Number](#)

AUGUST

- Club Board to attend SLSNSW Club Management Induction Webinar
- Marketing for registrations
- Subscribe to Club Mail
- Gear and equipment
- 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 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 12th)
- 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 31st)
- 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

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](#)  
[Governance Guide](#)  
[WHS – Safer Surf Clubs Guide](#)

MARCH

- Review budgets for next year
- Prepare EOY financials

RESOURCES

[Financial Management](#)  
[Financial Reporting](#)

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

