



# BOARD BUSINESS CALENDAR

As of August 2023

	Activity	Action	Who
June	<ul style="list-style-type: none"> <li>Review EOFY figures</li> </ul>	DOF to present report on EOFY figures and any celebration and lessons learnt	DOF
	<ul style="list-style-type: none"> <li>Officer inductions and governance workshop</li> <li>Review of Officer Nominations</li> </ul>	<p>President/DP to discuss officer inductions and good governance for board and committee work in preparation for incoming officers</p> <p>Final review of officer and committee nominations and follow-up of any gaps</p>	<p>President/DP</p> <p>All</p>
	<p><u>Branch Council</u></p> <ul style="list-style-type: none"> <li>Election Meeting</li> </ul>	DA and Office to provide outline of officers and committee names	DA
July	<ul style="list-style-type: none"> <li>Adopt Budget</li> </ul>	DOF to present final budget for adoption	DOF
	<ul style="list-style-type: none"> <li>Adopt 12-month calendar (events, meetings, workshops as listed in BAU doc)</li> <li>Start of season conferences agenda review – setting up clubs for a season start</li> </ul>	<p>DA to present start of season calendar and list of major events and activities from each officer</p> <p>Operational Directors to highlight key topics of focus for start of season conference</p>	<p>DA</p> <p>All officers</p>
August	<ul style="list-style-type: none"> <li>Report on staff development reviews</li> <li>Adopt strategy alignment plans and methods</li> </ul>	<p>DA and President to provide an update on staff planning and reviews</p> <p>President to present Branch Plan and any strategies to build alignment with officers, committees and clubs</p>	<p>DA/Pres</p> <p>President</p>
	<p><u>Branch Council AGM</u></p> <ul style="list-style-type: none"> <li>Adopt Annual Report and financial statements</li> <li>Adopt Budget</li> <li>Adopt Strategic Plan</li> </ul>	<p>DA to present annual report and each officer prepare a 2-minute overview of key highlights</p> <p>DOF to present budget for season ahead</p> <p>President to present strategic plan for adoption</p>	<p>DA/All officers</p> <p>DOF</p> <p>President</p>



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<b>September</b>	<ul style="list-style-type: none"> <li>• Adopt Branch Champs EOI to clubs</li> <li>• Adopt Summer Safety Strategy</li> <li>• Adopt Life Member nominations to SLSNSW and SLSA</li> </ul>	<p>DA/DOSS to present EOI or update on host club contract</p> <p>DOL to update BOM on Summer Safety ideas, strategies and initiatives to assist with the reduction of drowning numbers</p> <p>DA to report on SLSNSW and SLSA Life Member applications submitted. This may not include the names but may include the number of applications submitted etc</p>	<p>DA/DOSS</p> <p>DOL</p> <p>DA</p>
<b>October</b>	<ul style="list-style-type: none"> <li>• Review strategic and operational plan dashboard – what’s started, what’s not</li> <li>• Review start of season carnival planning circular (notice on application for special events/draft carnival calendar)</li> </ul> <p style="text-align: center;"><u>Branch Council</u></p> <ul style="list-style-type: none"> <li>• Annual compliance briefing</li> <li>• Governance briefing</li> <li>• Healthy club strategies</li> <li>• Officer inductions</li> </ul>	<p>President to submit a status document of current strategic plan initiatives and status and actions underway.</p> <p>DOSS to provide Carnival planning calendar and entry details provide to clubs. Any promotion or engagement strategies</p> <p>DMS to update council on club compliance status, any gaps and lessons learnt</p> <p>Deputy President to provide an information session on good governance</p> <p>DMS to discuss club of the year requirements and healthy club strategies</p> <p>DMS/DA to discuss officer inductions -inducting new officers onto the Branch Council and what clubs can do to induct their own officers onto management teams</p>	<p>President</p> <p>DOSS</p> <p>DMS</p> <p>DP</p> <p>DMS</p> <p>DSM/DA</p>
<b>November</b>	<ul style="list-style-type: none"> <li>• Decide on Branch Champs venue</li> <li>• Review SLSNSW annual report stats and benchmark against other branches</li> </ul>	<p>DOSS/DA to present venue for Branch Championships if not already adopted (last cut off date)</p> <p>DMS/DOLS/DOE/DOJD to review SLSNSW annual report statistics and to report on our numbers compared to other branches and previous years. What’s working? Do we have any gaps in numbers that need greater attention etc?</p>	<p>DOSS/DA</p> <p>Operational Directors</p>



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<b>December</b>	<ul style="list-style-type: none"> <li>Adopt Branch Championship arrangements</li> </ul>	DA/DOSS/DP to provide an update on details of the Branch Championships. VIPS, Venue layout and Officer roles to provide a healthy event. Back up venues and contingency plans to be provided	DOSS/DA/DP
	<ul style="list-style-type: none"> <li>Collaboration meeting – clubs to share programs of success and lessons learnt</li> </ul>	President and Officers to design a workshop format for Branch Council to share ideas, resources and programs across clubs	All Officers
		President/DA to host Christmas cheer	Pres/DA

## Office Support of Business Calendar

	<b>Activity /Action</b>	<b>Who</b>
<b>January</b>	<ul style="list-style-type: none"> <li>AOE – Provide quotes for venue options</li> <li>AOE – Provide Draft Circular from last year to Exec</li> <li>Succession Plan – Provide list of officers and committees to DMS</li> <li>Staff Development Reviews – Book in reviews with DA/Pres and update performance plan documents</li> <li>Stats – Provide end of year statistics from SLSNSW/SLS Sydney to all officers</li> <li>Strat Plan – Provide strat plan template to President in prep for officer reporting – Pres/Admin to send to officers to fill in</li> </ul>	Admin Admin Lifesaving All All Admin
<b>February</b>	<ul style="list-style-type: none"> <li>Strategic Plan – Explore options for a venue with DP/Pres</li> <li>Ops Manual – Provide status table of Ops Manual to Exec</li> </ul>	Admin Admin
<b>March</b>	<ul style="list-style-type: none"> <li>Budget – update accounts in prep for EOFY. Call for final invoices and work with DOF to complete EOFY budget forecast</li> <li>Ensure LMHC has meet this month to finalise Life Members to go to BOM/Council next month</li> <li>Work with DA to call for any suggested changes to rules or constitution via Directors and Committees</li> </ul>	Admin CDO Lifesaving
<b>April</b>	<ul style="list-style-type: none"> <li>Budget – work with DOF to set FACC dates and milestones for budget development</li> <li>Statistic Review – start updating statistics for end of year review and update of dashboard</li> <li>Annual Report – circulate to Exec last year's Annual Report key dates and start developing an ideas list</li> </ul>	Admin Lifesaving Lifesaving
<b>May</b>	<ul style="list-style-type: none"> <li>Budget – Finalise EOFY and start preparing final accounts for BOM to review</li> <li>Officer Induction – circulate to Exec Officer and Committee Induction Booklet for review</li> <li>Elections – Officer Election Circular and update table for nominations. Ensure LM nominations circulated for election meeting in time</li> </ul>	Admin Admin DA



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<b>June</b>	<ul style="list-style-type: none"> <li>Assist DOF to finalise budget and that the FACC adopts</li> <li>Circulate any start of seasons circulars or calendar to BOM in preparation of 12-month calendar (events, meetings, workshops as listed in BAU doc)</li> <li>Send last years start of season conferences agenda to BOM and timeline for conference preparation</li> </ul>	Admin  Lifesaving  Admin/Lifesaving/ CDO
<b>July</b>	<ul style="list-style-type: none"> <li>Fill in plans and book staff development reviews with DA/Pres</li> <li>Assist with desktop publishing of Strat Plan</li> <li>Prepare for AGM and Annual Report and Strat Plan</li> </ul>	All  All Lifesaving
<b>August</b>	<ul style="list-style-type: none"> <li>Send Branch Champs EOI from previous year to Exec</li> <li>Add to Lifesaving an agenda item to discuss summer safety strategy</li> <li>Ensure LMHC is finalising Life Member nominations to SLSNSW and SLSA</li> </ul>	Admin  Lifesaving  CDO
<b>September</b>	<ul style="list-style-type: none"> <li>Send strategic and operational plan dashboard – what’s started, what’s not to Exec</li> <li>Send start of season carnival planning circular (notice on application for special events/draft carnival calendar) to DOSS and Exec</li> <li>Prepare for annual compliance briefing to Branch Council</li> <li>Prepare for club of the year and healthy club strategies to be presented to Branch Council</li> <li>Circulate Club Officer inductions manual to DMS and Exec</li> </ul>	Admin  Admin  CDO  CDO  CDO
<b>October</b>	<ul style="list-style-type: none"> <li>Ensure EOI for Branch Champs have been called and due in by end of the month</li> <li>Send SLSNSW annual report link to BOM so they can prepare to review stats and benchmark against other branches</li> </ul>	Admin  Lifesaving
<b>November</b>	<ul style="list-style-type: none"> <li>DOSS/DA to present venue for Branch Adopt Branch Championship arrangements</li> <li>Ask BOM to start considering ideas for December Council Collaboration meeting – What should clubs be asked to share along with any ideas of programs of success and lessons learnt</li> </ul>	Admin  Lifesaving



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<b>December</b>	<ul style="list-style-type: none"><li>• Start compiling and accessing end of year numbers/stats and provide updates to officers</li><li>• Send officers the last plan dashboard and ask for each officer to update for January meeting</li><li>• Send our current talent management list and ask for each officer to update</li><li>• Call for submissions from officers on any suggested changes to rules, constitution, structure</li></ul>	All  Lifesaving  CDO  Admin
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