

## Yearly Board Job Calendar

Month	Activity	Owner	Deadline
January	Confirm Events Calander for Gaming Licence		Licence expires Jan 31. Min 10 days to process
February	Send out Emergency Information to Residents	Data Mgmt./Secretary	March 1
April	<b>Confirm DATE and AGENDA for General Meeting</b> <ul style="list-style-type: none"> <li>Prepare Agenda</li> </ul>	Board President/secretary	Notice 14 days prior to GM
April	<b>Deadline for GM Notice</b> <ul style="list-style-type: none"> <li>Post GM Notice - Rec Center</li> <li>Email/hand deliver notice to members</li> <li>Follow up notice in dcemailnews</li> </ul>	Secretary	Minimum of 14 days prior to GM Did you receive your NOTICE?"
April	<b>Prepare for GM</b> <ul style="list-style-type: none"> <li>Prepare voting page on website</li> <li>Verify Unpaid members &amp; update membership list online</li> <li>Prepare director reports</li> <li>Prepare Slides</li> <li>Secure volunteers for sign in table</li> </ul>	Data Mgmt. Data Mgmt. Board President/Secretary Secretary	Before GM  For presentation at GM
April	<b>GM Follow-up</b> <ul style="list-style-type: none"> <li>Minutes from GM for Board approval</li> <li>Post GM minutes and Reports on DCHA website</li> </ul>	Secretary Data Mgmt.	Following GM
May	Confirm Events Calander for Gaming Licence		Licence expires May 31. Min 10 days to process
May	Volunteer Recognition Event	Board	Volunteer recognition week
May	<b>Fire Smart/Evacuation Presentation</b> <b>Fire Extinguisher Demo / inspection</b>	Board Recreation Director	End May? (Snowbirds back)
May	Schedule Simulated Emergency Event	Director at Large 2	
June	Request orders for Metal name tags	Director at Large 1	5 Star Awards, 25 Street, Katherine Harvey
July	Send membership dues Renewal Reminders	Treasurer	Membership Dues by August 31.

Month	Activity	Owner	Deadline
July	<b>Board Recruitment</b> <ul style="list-style-type: none"> <li>Determine # of positions for election</li> <li>Send out details of Board vacancies and ask for nominations or volunteers</li> <li>Meet with possible new board members</li> </ul>	President/Vice President Secretary Board	
July	<b>Confirm DATE and AGENDA for Annual General Meeting</b> <ul style="list-style-type: none"> <li>Prepare Agenda</li> <li>Preliminary notice of AGM in dcemailnews</li> </ul>	Board President/secretary Data Mgmt. Secretary	Notice 21 days prior to AGM "Watch for AGM Notice in email"
July	<b>Confirm Events Calander for Gaming Licence</b>		Licence expires Sept 30. Min 10 days to process
September	<b>Deadline for AGM notice</b> <ul style="list-style-type: none"> <li>Post AGM Notice - Rec Center</li> <li>Email/hand deliver notice to members</li> <li>Follow-up Notice in dcemailnews</li> </ul>	Secretary	14 days prior to date of AGM "Did you receive your AGM Notice"
September	<b>Prepare for AGM</b> <ul style="list-style-type: none"> <li>Prepare voting page on website</li> <li>Verify Unpaid members &amp; update membership list online</li> <li>Prepare director reports</li> <li>Prepare Slides</li> <li>Secure volunteers for sign in table</li> </ul>	Data Mgmt. Data Mgmt. Board President/Secretary Secretary	Before AGM For presentation at AGM
September	<b>AGM Follow-up</b> <ul style="list-style-type: none"> <li>Minutes from AGM for Board approval</li> <li>Post AGM minutes and Reports on DCHA website</li> <li><b>File changes to Bylaws with BC Societies Act.</b></li> </ul>	Secretary Data Mgmt. Secretary	Following AGM
September	<b>If New Board Members:</b> <ul style="list-style-type: none"> <li><b>Update bank account signatories</b> <ul style="list-style-type: none"> <li>Provide excerpt of AGM minutes showing new Officers for bank</li> <li>New Officers go to bank with picture ID to become signatories on account</li> </ul> </li> <li><b>Update board pictures in Recreation Center</b></li> <li><b>Create new passwords</b></li> <li><b>Assign email accounts and new passwords</b></li> <li><b>Update former presidents' plaque if new president</b></li> </ul>	Treasurer Director at Large Data Mgmt. Data Mgmt. Director at Large	<b>ASAP</b> following AGM
October	<b>Annual Flu Clinic</b>	Board	Usually, 2 <sup>nd</sup> week of October

Month	Activity	Owner	Deadline
October	File BC society annual report	Secretary	Due by October 31
October	<b>Draft New Year Events Calendar</b> <ul style="list-style-type: none"> <li>Meet with event coordinators to confirm dates for Event Calendar</li> </ul>	Board Social director	<b>ASAP.</b> Required for Gaming Licence
October	<b>Organize Remembrance Day Service</b>	Board	November 5
October	<b>Send out Emergency Information to Residents</b>	Data Mgmt./Secretary	November 1
November	<b>Follow-up on outstanding Member Dues</b>	Director at Large 1	Nov 1
November	<b>Organize DCHA Christmas Dinner</b>	Board	
November	<b>Request orders for Metal name tags</b>	Director at Large 1	5 Star Awards, 25 Street, Katherine Harvey
November	<b>Renew Liability and Peril Insurance</b>	Treasurer	Due by Dec 1 for renewal effective January 10
November	<b>Prepare and distribute Seasons Greeting</b>	Board	
November	<b>Schedule Simulated Emergency Event</b>	Director at Large 2	
December	<b>DCHA Christmas event</b>	<b>Board</b>	
	<b>Breathe and enjoy your accomplishments!</b>	Board	
<b>FUTURE YEARS BRING FORWARD ITEMS</b>			
January	Recertification of First Aid responders	Director at Large 2	2025 Feb
February	Food Safe recertification	Director at Large 1	2025
August	Inventory/valuation of DCHA assets	Recreation Director	2026