

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	Confirm DATE and AGENDA for General Meeting <ul style="list-style-type: none"> Prepare Agenda 	Board President/secretary	Notice 14 days prior to GM
April	Deadline for GM Notice <ul style="list-style-type: none"> Post GM Notice - Rec Center Email/hand deliver notice to members Follow up notice in dcemailnews 	Secretary	Minimum of 14 days prior to GM Did you receive your NOTICE?"
April	Prepare for GM <ul style="list-style-type: none"> Prepare voting page on website Verify Unpaid members & update membership list online Prepare director reports Prepare Slides Secure volunteers for sign in table 	Data Mgmt. Data Mgmt. Board President/Secretary Secretary	Before GM For presentation at GM
April	GM Follow-up <ul style="list-style-type: none"> Minutes from GM for Board approval Post GM minutes and Reports on DCHA website 	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	Fire Smart/Evacuation Presentation Fire Extinguisher Demo / inspection	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	5 Star Awards, 25 Street, Katherine Harvey
July	Send membership dues Renewal Reminders	Treasurer	Membership Dues by August 31.

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

Month	Activity	Owner	Deadline
October	File BC society annual report	Secretary	Due by October 31
October	Draft New Year Events Calendar <ul style="list-style-type: none"> Meet with event coordinators to confirm dates for Event Calendar 	Board Social director	ASAP. Required for Gaming Licence
October	Organize Remembrance Day Service	Board	November 5
October	Send out Emergency Information to Residents	Data Mgmt./Secretary	November 1
November	Follow-up on outstanding Member Dues	Director at Large 1	Nov 1
November	Organize DCHA Christmas Dinner	Board	
November	Request orders for Metal name tags	Director at Large	5 Star Awards, 25 Street, Katherine Harvey
November	Renew Liability and Peril Insurance	Treasurer	Due by Dec 1 for renewal effective January 10
November	Prepare and distribute Seasons Greeting	Board	
November	Schedule Simulated Emergency Event	Director at Large 2	
December	DCHA Christmas event	Board	
	Breathe and enjoy your accomplishments!	Board	
FUTURE YEARS BRING FORWARD ITEMS			
January	Recertification of First Aid responders	Director at Large	2025 Feb
February	Food Safe recertification	Director at Large	2025
August	Inventory/valuation of DCHA assets	Recreation Director	2024