

## Yearly Board Calendar - 2022

Month	Activity	Owner	Deadline
January	Look into booking First Responders Course for Emergency Contact renewals	Director at Large	Feb 17, 2025
February	Prepare Proxy document for General meeting.	President and Secretary	March 1
February	Start to ask for volunteers etc. for the Annual Garage Sale	Social	March 1
April	<b>Confirm DATE and AGENDA for General Meeting</b>	Board	Notice 14 days prior to GM
	<b>Deadline for GM Notice</b> <ul style="list-style-type: none"> <li>• Post GM Notice - Rec Center</li> <li>• Email/hand deliver to members</li> <li>• Follow up notice in dcemailnews</li> </ul>	Secretary	Minimum of 14 days prior to GM Did you receive your NOTICE?"
	Prepare director reports	Board	For presentation at GM
	Verify Unpaid members* Update Membership list online	Data Mgmt.	Before GM
	Secure volunteers for sign in table	Secretary	
	<b>DCHA General Meeting</b>	Board	
	Minutes from GM for Board approval	Secretary	Following GM
	Post GM minutes and Reports on DCHA website	Secretary/Data Mgmt.	Following GM
May	Volunteer Recognition Event	Board	Volunteer recognition week
	Fire Extinguisher Demo / inspection	Recreation Director	End May? (Snowbirds back)
June	Recheck Defibrillator	Recreation Director	
July	Send membership dues Renewal Reminders	Treasurer	Membership Dues by August 31.
	Appoint election committee determine # of positions for election Determine requirements for nominees	Vice President	
July	<b>Confirm DATE and Possible AGENDA for Annual General Meeting</b>	Board	Notice 21 days prior to AGM
AUGUST	Complete new member visits and send member updates to Data Mgmt.	Welcome Director	New member info needed to be included in NOTICE of AGM

Month	Activity	Owner	Deadline
	Prepare Proxy document for distribution	President/Secretary	14 days prior to AGM
	Preliminary notice of AGM in dcemailnews	Secretary	"Watch for AGM Notice in email"
<b>September</b>	<b>Deadline for AGM notice</b> <ul style="list-style-type: none"> <li>• Post GM Notice - Rec Center</li> <li>• Email/hand deliver 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"
	Prepare director reports	Board	For presentation at AGM
	Verify Unpaid members* Update Membership list online	Data Mgmt.	Before AGM
	Secure volunteers for sign in table	Secretary	
	<b>DCHA Annual General Meeting</b>	Board	
	Minutes from AGM to Board for approval	Secretary	Following AGM
	Update board pictures in Recreation Center Update former presidents' plaque if new president	Director at Large	Following AGM
	File changes to Bylaws with BC Societies Dept.	Secretary	Following AGM
	Post AGM minutes and Reports on DCHA website	Secretary/Data Mgmt.	Following AGM
	<b>If New Board Members:</b> Update bank account signatories <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>	Treasurer	ASAP
	Create new passwords Assign email accounts and new passwords	Data Mgmt.	ASAP
<b>October</b>	Put out notice of upcoming Craft Sale looking for vendors and a co-ordinator(s)	Social director	
<b>October</b>	Meet with event coordinators to set & update Social Calendar for the year	Social director	<b>ASAP</b> to set calendar so Gaming License can be renewed with correct dates for the license
	<b>Annual Flu Clinic</b>	Board	TBA

Month	Activity	Owner	Deadline
	File society annual report	Secretary	Due by October 31
<b>October</b>	Renew gaming license (bingo, 50/50)	Treasurer	Due by November 19 <sup>th</sup>
	Seek organizers for Christmas Light Event	Social Director	Due by Dec 1
	Submit 50/50 Gaming License Annual report	Treasurer	Due within 90 days of gaming license expiry
	Organize DCHA Christmas event	Board	
	Request orders for Metal name tags	Director at Large	5 Star Awards, 25 Street, Katherine Harvey
<b>November</b>	Look into renewal of Liability and Peril Insurance	Treasurer	Due by Dec 1 for renewal effective January 10
	Prepare and distribute Seasons Greeting	Board	
<b>December</b>	DCHA Christmas event	Board	
	Recheck Defibrillator	Recreation Director	
	<b>Breathe and enjoy your accomplishments!</b>	Board	
<b>FUTURE YEARS BRING FORWARD ITEMS</b>			
<b>August</b>	Inventory/valuation of DCHA assets	Recreation Director	2024
<b>Feb</b>	Food Safe recertification	Director at Large	2025