

## MANAGEMENT TEAM PLANNING SCHEDULE FOR WHITBY PROBUS

This schedule reflects the planning activities necessary for the operation of the Club over each fiscal year. The PROBUS Club of Whitby-Brooklin was established in September 2013 and its financial year runs from September 1<sup>st</sup> to August 31. The schedule aligns with Club Bylaws.

This list of activities addresses the overall planning responsibilities of the Management Team (MT). Each Chair will develop their own schedule of activities for their area of responsibility such as Social Events, Interest Groups, Newsletter, Speaker, etc.

### Membership Revenue and Financial Planning cycle

May-MT sets maximum limit to Membership number and the Membership fees for the upcoming year

June/July/August -Communicate Renewal fees and maximum limit to Membership

August 31<sup>st</sup> – Members must renew by this date or face cancellation and need to reapply without priority (join the waiting list)

September 1<sup>st</sup> and ongoing– Communicate number (to the max limit) of wait list applicants who can be accepted

Ongoing – Distribute Membership List regularly as appropriate based on update activity

October – Finalize Meeting location contract expenses (may occur earlier)

November -Provide PROBUS Canada with Membership numbers (for December 31<sup>st</sup> renewal anniversary). Prepare payment for group insurance fee and PROBUS Canada dues based on Membership numbers

November – Hold Orientation meeting for new members

December -MT members submit expense estimates for upcoming year

January – Treasurer prepares draft projected income and expense report for upcoming year based on Membership numbers, expense projections from Chairs, rental contracts for meetings, PROBUS Canada fees and dues, etc.

February – MT determines operational strategy based on Treasurer’s draft report, carryover equity, contingency needs, treatment of surplus or deficits beyond year needs

March – Treasurer presents financial highlights to Membership

### Financial Review for Membership Approval

July – Identify qualified candidate to undertake review of Club books and processes

August – Treasurer presents financial highlights to Membership at AGM

September – Books reviewed with support of Treasurer

September – Reviewer presents draft results of review to MT

October – Reviewer presents final report to Membership on integrity of financial records and processes

### AGM Preparation and Management Team Nomination Cycle

March – Establish Nominating Committee for MT vacant positions

March – Identify MT positions to be filled for upcoming year

April – Inform Membership of MT vacancies and request nominations

June 30 – Cut off date for nominations

July – Nominations Committee presents nomination list to MT for consideration, addresses potential issues if multiple nominations for same position (failure to resolve would require a Membership vote to be completed before the AGM)

July – Inform Membership of proposed MT slate and request feedback/objections before AGM

August AGM – Present new MT to Membership and seek acclamation

September – Update signing authorities with Bank, if needed, for changes to President, VP or Treasurer Positions

September – Update Newsletter and website with new MT membership

September – Advise Probus Canada of changes to President, VP or Secretary Positions

### Volunteer Positions not on Management Team

May – Identify/confirm volunteers for positions of Audio/Visual support, Coffee Provider, Snack Provider, Ticket sellers (Share the Wealth, Coffee); identify Social Committee members

June – Hold Thank you appreciation lunch for all volunteers

Ongoing – Identify General Membership Meeting Greeters (VP)

### Interclub Networking

Ongoing – President and some members of MT are required to attend meetings at various dates with PROBUS Canada, District 2, and Regional Management

### By law Review

December (every 3 years after 2019) – Review Club Bylaws to identify any changes required

January – Present proposed changes to Membership for approval.

February - Post approved Bylaws on website.