Bastion City Nanaimo Probus Club
Annual Planning Schedule 2020-2021

MONTH	ISSUE	ACTION	BY WHOM
JANUARY	• Election of Officers	• Report from Nominating Committee re slate of candidates for election of officers. • Notice of motion to be made re installation/election of Officers.	President
	• Membership Fees	• Membership renewals accepted.	Membership Chair
	• Financial/End of Fiscal Year	• End of Fiscal Year report and Financial Statements to be presented to Management Committee for approval and for recommendation to the membership at the February meeting.	Treasurer
	• Year End Reports	• President to send out request for Year End Reports along with template. • Activity Chair to canvas Activity Leads re presentation of year-end summary of activities at Annual General Meetings.	President Activity Chair
	• Gifts/Name Tags	• Pens and name tags to be ordered as required (including Past President Name Tag for presentation at February meeting, name tag for new incoming president and new incoming vice-president).	Secretary Program Chair Membership Chair
	• Newsletter	• Newsletter to be distributed to all members the first week of the month.	Communications (Newsletter) Chair Website Chair

MONTH	ISSUE	ACTION	BY WHOM
		• Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Activity Chair
FEBRUARY	• Annual General Meeting (AGM)	• 25% quorum needed – 70 members. (of 280 membership cap). • Approval of AGM minutes of the previous year. • Year in Review. • Management Committee Reports. • Outgoing President Report. • Election/Installation of Officers (see below)	President
	• Election/Installation of Officers	• Names of nominees for Officer positions and deputies to be read out. Election to be held, if required; otherwise, nominees are to be installed by acclamation. • Nominees to come forward and be introduced. • Incoming President to be inducted. • Oath of Office to be recited. • Gavel and Bell to be passed on to incoming President. • Motion to approve new Management Committee. • Incoming President to assume the Chair of the meeting following the induction.	President Incoming President

MONTH	ISSUE	ACTION	BY WHOM
	• Appreciation/Gifts	• Appreciation and gifts (pens) to be presented to outgoing Management Committee members. • Appreciation and gift to be presented to outgoing President. • Past President Name Tag to be presented to outgoing President.	Incoming President
	• Financial	• Financial Statements for year-end to be presented to Management Committee and membership. • Financial Review to be presented to Management Committee and membership.	Treasurer
	• Bylaws (and Policies)	• To be reviewed prior to or at the first Management Committee meeting following the establishment of a new Management Committee. • To be reviewed every three years or earlier if required.	President / Management Committee
	• Membership Fees	• Fees due February 28th. • Membership renewals accepted at meeting. • Memberships not renewed by February 28th shall be terminated.	Membership Chair Management Committee
	• Special Events	• Special events to be considered/planned for the upcoming year, and for presentation to the Management Committee prior to budget planning.	Special Events Chair

MONTH	ISSUE	ACTION	BY WHOM
		• Proposed budget needs for special events to be considered for the March Management Committee meeting.	
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
MARCH	• Financial	• Budget to be prepared for the upcoming fiscal year and presented to Management Committee for approval and for recommendation to the membership at the April meeting. • Financial Statements to be presented to Management Committee and to membership.	Treasurer President
	• Signing Authorities	• Signing authorities on Probus accounts to be updated as required.	Treasurer President Vice-President Secretary
	• Room Bookings	• Room bookings to be secured for the upcoming year for general membership and management committee meetings.	Vice-President
	• Special Events	• Special Events Calendar to be presented to Management Committee. • Subsidies to be identified in budget for special events.	Special Events Chair

MONTH	ISSUE	ACTION	BY WHOM
	• Membership	• Updated membership list to be posted on the web. Message to be sent to all Probus members. • Activity Chair to contact Activity Leads with a request to verify members on their respective activity lists.	Membership Chair Website Chair Communications (Newsletter) Chair Activity Chair Activity Leads
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
	• New Member Meet & Greet	• Nominations Committee to schedule a Meet & Greet for new members.	President Vice-President Past-President
APRIL	• Special Event • Financial	• Special Event to be held either in April or May • Management Committee to present budget to membership for approval. • Financial Statements to be presented to Management Committee and to membership.	Special Event Chair President Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month.	Communications (Newsletter) Chair Website Chair

MONTH	ISSUE	ACTION	BY WHOM
		• Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Activity Chair
MAY	• Special Event • Financial	• If not held in April, a special event should be held in May. • Financial Statements to be presented to Management Committee and to membership.	Special Event Chair Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
JUNE	• Financial	• Financial Statements to be presented to Management Committee and to membership.	Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
	• Membership	• Updated membership list to be posted on the web. Message to be sent to all Probus members.	Membership Chair Communications (Newsletter) Chair

MONTH	ISSUE	ACTION	BY WHOM
JULY	• Financial	• Financial Statements to be presented to Management Committee and to membership.	Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
JULY	R E C E S S		
AUGUST	• Special Event	• Summer BBQ	Special Event Chair
SEPTEMBER	• Membership Fees • Financial	• Review and recommendation of membership fees for the upcoming year by Management Committee. • Management Committee to give Notice of Motion re membership fees, if required. • Membership fees to be approved no later than November. • Financial Statements to be presented to Management Committee and to membership.	Treasurer President Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month.	Communications (Newsletter) Chair Website Chair

MONTH	ISSUE	ACTION	BY WHOM
		• Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Activity Chair
	• Membership	• Updated membership list to be posted on the web. Message to be sent to all Probus members.	Membership Chair Communications (Newsletter) Chair
	• New Member Meet & Greet	• Nominations Committee to schedule a Meet & Greet for new members.	President Vice-President Past-President
OCTOBER	• Membership Fees • Financial	• Approval of membership fees, if required. • Financial Statements to be presented to Management Committee and to membership.	President Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
	• Special Event	• October Dinner/Dance	Special Events Chair
	• Nominations & Succession Planning Committee	• When positions on the Management Committee need to be filled, a short description of the role to be included in the Newsletter; and/or,	President Vice-President Past-President

MONTH	ISSUE	ACTION	BY WHOM
		• The outgoing person speaks at the general meeting on their experiences.	
NOVEMBER	• Membership Fees • Financial	• Approval of membership fees, if required. • Financial Statements to be presented to Management Committee and to membership.	President Treasurer
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair
	• Nominations & Succession Planning Committee	• Committee to meet in November to facilitate process for election of officers.	President (ex officio) Vice-President Past-President
DECEMBER	• Special Events • Financial • Probus Centre – Canada	• Christmas Lunch • Financial Statements to be presented to Management Committee and to membership. • Remittance of levee to be submitted by December 31st.	Special Events Chair Treasurer Treasurer/Secretary
	• Nominations & Succession Planning Committee	• Nominations & Succession Planning Committee to prepare slate of candidates for election to the Management Committee.	President

MONTH	ISSUE	ACTION	BY WHOM
		• To be presented to the General Meeting in January with the election to take place at the Annual General Meeting in February	
	• Membership	• Updated membership list to be posted on the web. Message to be sent to all Probus members.	Membership Chair Communications (Newsletter) Chair
	• Newsletter	• Newsletter to be distributed to all members the first week of the month. • Activity Chair to remind all activity leads each month of when to submit dates and changes for newsletter.	Communications (Newsletter) Chair Website Chair Activity Chair

Notes:

1. ***Quorum – General Meetings.*** Quorum for general meetings is 25% of the membership (70 members of 280 membership cap).
2. ***Quorum – Management Committee Meetings.*** Quorum for Management Committee meetings is 50% plus one (6 members of the Management Committee).
3. ***Motions.*** Notice of Motions to be submitted in writing to the Secretary and read out at the general meeting one month prior to consideration by the membership. For those members not in attendance, one month's prior notice in the Newsletter shall be considered sufficient.
4. ***Birthday Lists***. Birthday lists are produced and distributed to the President and Vice-President on a monthly basis by the Membership Coordinator. President to read out Birthday list at each respective meeting.
5. ***Cards***. Sunshine Subcommittee to send out cards as required re thank you's, illness, hospitalization, and/or death of a member or spouse. Chairperson to inform Photography Club when cards are required.
6. ***Greeters/Refreshments.*** Hospitality Subcommittee to arrange for refreshments for all meetings and will maintain a roster of greeters.

7. ***Monthly Membership Draw.*** The Treasurer has responsibility for arranging the monthly membership draw.
8. ***Website.*** Information for the website is posted on an ongoing basis as required.

Sources:

1. Bylaws
2. Policies
3. Management Committee Position Descriptions
4. Sub-Committee Responsibilities
5. Past Practice

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