Timeline of Priorities

Administrator

Below is a template for a timeline of priorities for you to download and fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year.  You can add or subtract from this list as necessary. Patrol Season is from September to April.

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| **July** | **August** | **September** |
| * SLSNSW State Conference
* Applications for National Awards to be finalised and sent to SLSA for submission
* SurfGuard training – online webinars available July to September
* Preparing Annual Reports and Financials due into SLSNSW
* Season calendar planning
* Agendas and minutes for monthly board meeting
 | * SLSNSW Awards of Excellence
* Actioning items in Club Compliance Circular released
* Preparing Annual Reports and Financials due into SLSNSW
* Member registrations
* Agendas and minutes for monthly board meeting
 | * Compliance Part 1 Due to SLSNSW
* Gear and equipment checked
* Callout Teams set up
* 18-25s program circular released; applications open
* Club Affiliation Forms sent to SLSNSW/ Branch
* Update SurfGuard with club organisations details and new officer bearer positions
* Induction of new Club Executives
* Agendas and minutes for monthly board meeting
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| **October** | **November** | **December** |
| * Compliance Part 2 Due to SLSNSW — Annual Reports and Financials
* Agendas and minutes for monthly board meeting
 | * JLOTY/YOM Circular released, nominations open
* 18-25s program held
* Agendas and minutes for monthly board meeting
 | * All Proficiencies due both Junior and Senior by the 31st December
* Junior Competition Skills evaluations due by 31st December
* Junior Surf Education Awards recorded in SurfGuard by 31st December
* Agendas and minutes for monthly board meeting
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| **January** | **February** | **March** |
| * JLOTY/YOM applications close
* Advise Branch of dates for Award Presentation night
* Agendas and minutes for monthly board meeting
 | * Applications for National Medal to be finalised and sent to SLSA for submission
* Agendas and minutes for monthly board meeting
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| **April** | **May** | **June** |
| * JLOTY/YOM programs held
* Agendas and minutes for monthly board meeting
 | * All Patrol Logs and Incident reports to be completed into SurfGuard 14 days after each patrol is completed
* Archive all non-financial members in SurfGuard
* Preparing nominations and submissions for annual awards
* Agendas and minutes for monthly board meeting
 | * Complete end of season SurfGuard requirements to ensure all data in SurfGuard is accurate and up to date
* Finalise all outstanding assessment requests in SurfGuard by 30th June
* Preparing for Annual General Meeting (AGM) for July/August
* Agendas and minutes for monthly board meeting
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