

NFKCC Committee Year planner



NEW FOREST KAYAK AND CANOE CLUB

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<i>Date:</i>	<i>December 2021 Draft Updated August 2022</i>
<i>Last committee review date:</i>	<i>11th June 2024</i>
Next Review due:	June 2025

January

AGM planning committee meeting

Committee members present draft reports for agm (see below). Committee to agree final version to present to members.
Treasurer – present draft budget for following year and present accounts from last year

Standing agenda as necessary:

Trip-leader experience records, QM equipment, membership, welfare, AOB

Summer paddles list

Agree list of summer evening paddles (Sea kayak co-ordinator)

February

AGM Annual general meeting

Chair – overview of the year and present development plan

Treasurer – report on finances and vote on proposed budget

Equipment – report on changes

Membership – current figures

Safety – report on any changes to safety procedures/policies. Safety up-dates

Welfare – report on any changes to welfare/safeguarding policies

Election/re-election of committee members

Sea kayak co-ordinator - Summer Wednesday evening paddles – sign-up sheet for leaders

AGM follow-up jobs

Treasurer - update bank access for committee and authorisation as necessary

Secretary

Update committee positions and contact details on BC club portal.

Update membership details on BC club portal.

Alter club facebook group admin settings and forum settings.

<p style="text-align: center; font-size: 2em; font-weight: bold;">March</p>	<p><u>Summer trip planning meeting - sea kayak co-ordinator</u> Create and publish a list of possible paddles with tide times. Invite members to sign-up to lead them or suggest their own alternatives. Hold planning meeting at Happy Cheese to finalise calendar.</p> <p><u>Follow-up jobs</u> Secretary to update website calendar with trips and leader contact.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">April</p>	<p><u>Committee meeting</u></p> <p><u>Safety officer - policy/procedure review</u> REVIEW and agree all Standard Operating Procedure, health and safety and trip policy and procedure documents propose any changes needed for next committee meeting.</p> <p><u>Quartermaster</u> Carry out and present equipment check on outdoor equipment, first-aid and leaders kit and pool equipment Update equipment check and list on forum club documents and website. Propose necessary purchases</p> <p><u>Standing agenda as necessary:</u> Agree new/updated trip-leader experience records, QM equipment, membership, welfare, AOB</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">May</p>	

<p style="text-align: center; font-size: 2em;">June</p>	<p><u>Committee meeting</u> Chair and all committee members REVIEW all Governance documents (including standard operating procedure, GDPR and disciplinary policy)</p> <p><u>Membership secretary</u> – Review membermojo joining form and induction procedures and membership fees. Are any changes needed?</p> <p><u>Standing agenda as necessary:</u> Agree new/updated trip-leader experience records, QM equipment, membership, welfare, AOB</p>
<p style="text-align: center; font-size: 2em;">July</p>	<p><u>Social secretary</u> Club Barbecue</p>
<p style="text-align: center; font-size: 2em;">August</p>	<p><u>Pool co-ordinator</u> Arrange booking of Autumn and winter Pool sessions with school. Start to put together rota of pool session supervisors.</p>

September

Committee meeting

Welfare officer

REVIEW Safeguarding/EDI documents and procedures

Pool co-ordinator

Confirm booking of pool sessions with school.

Sea-kayak co-ordinator

Agree date for Autumn/winter trip planning meeting

Member sec

Monitor member mojo membership renewals. Approve once payment has been made.

Quartermaster

Carry out and present equipment check on outdoor equipment, first-aid and leaders kit and pool equipment Update equipment check and list on forum club documents and website.

Propose necessary purchases

Standing agenda as necessary:

Agree new/updated trip-leader experience records, QM equipment, membership, welfare, AOB

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">October</p>	<p>Winter trip planning meeting – sea-kayak co-ordinator</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">November</p>	<p><u>Committee meeting</u></p> <p>REVIEW and agree DEVELOPMENT PLAN to be presented at next agm</p> <p>Agree AGM date and location. Action: secretary to book Netley Marsh community hall for agm.</p> <p><u>Club Secretary</u> Book Netley Marsh community hall</p> <p><u>Standing agenda as necessary:</u></p> <ul style="list-style-type: none"> - Agree new/updated trip-leader experience records, QM equipment, membership, welfare, AOB
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">December</p>	<p><u>Treasurer</u></p> <ul style="list-style-type: none"> - finalise finance statement for previous year – arrange audit session with James Neill. <p>Social secretaryClub Christmas social</p>