

NFKCC Committee Year planner (draft)



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>26th June 2023</i>
Next Review due:	June 2024

January	<p><u>AGM planning committee meeting</u></p> <p>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</p> <p><u>Standing agenda as necessary:</u> Trip-leader experience records, QM equipment, membership, welfare, AOB</p> <p><u>Summer paddles list</u> Agree list of summer evening paddles (Sea kayak co-ordinator)</p>
February	<p>AGM Annual general meeting</p> <p>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</p> <p>AGM follow-up jobs</p> <p><u>Treasurer</u> - update bank access for committee and authorisation as necessary</p> <p><u>Secretary</u> 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>

March	<p><u>Summer trip planning meeting - sea kayak co-ordinator</u></p> <p>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></p> <p>Secretary to update website calendar with trips and leader contact.</p>
April	<p><u>Committee meeting</u></p> <p><u>Safety officer - policy/procedure review</u></p> <p>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></p> <p>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.</p> <p>Propose necessary purchases</p> <p><u>Standing agenda as necessary:</u></p> <p>Agree new/updated trip-leader experience records, QM equipment, membership, welfare, AOB</p>
May	

June	<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>
July	<p><u>Social secretary</u> Club Barbecue</p>
August	<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

October	<p>Winter trip planning meeting – sea-kayak co-ordinator</p>
November	<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
December	<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>