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|  | **General Board Organization & Management** | **Executive Board** | **Financial** | | **Fundraising** | **Events** | | **Team Communication** | | |
| **September**  ***Fiscal***  ***Year***  ***Begins*** | * BOD MTG   (3rd Mon. - Minutes, Coach, Financial)   * Reserve meeting location for General Membership meeting | * Start Head Coach contract (every 3 years - next contract: 2015) * Start Site Coach /Assistant Contract (Annually) * Pool Contract signed (next contract: 2016) | * Payments:   + USA Swim Registration   + Parks   + Monthly PR, Tax & Ins (payroll/ FICA/ worker’s comp/ health ins)   + Review 990 * Begin Scholarship process * Review health care insurance compensation package | | * Secure Raffle Prizes, print tickets | - PICNIC   * Confirm Booking of Banquet Space | | * Registration Deadline OCT 1. * Update Pool Parent outline * Meeting of Pool Parents * Pool Parent meeting/email with parents at pool | | |
| **October** | * Annual General membership meeting * (Install Board Members, present budget)   - Officials Report   * BOD MTG * Scholarship selection | * Coach contracts signed | * Payments:   + Monthly PR, Tax & Ins (payroll/ FICA/ worker’s comp/ health ins) * Scholarship Deadline before BOD (10/15) * Scholarship Distribution * Review overdue accounts * Submit 990 | | * Distribute raffle tickets to families beginning of month |  | | * Raffle communication * Fall In volunteer requests posted   - Update USA Swimming Club Profile | | |
| **November** | - BOD MTG   * Approve Family Survey Questions   - Determine S-A-T scholarship % | * Determine Holiday bonus amounts * Schedule assistant, site, head coach reviews beginning Jan * Plan board review for Feb | - Payments:   * + Monthly PR, Tax, Ins | | - Raffle @ Fall In  - Plan Swim-a-thon  - Start Swim-a-thon pledge @ Thanksgiving – | - FALL IN   * Team Building meet/bus trip (Bend/Madras) | | * Swim -a-thon communication * Send out Family survey * Call for Banquet Planner | | |
| **December** | - BOD MTG  - Officials Report | * Review bylaws and policies | * Payments:   + Holiday bonus   + Parks   + Monthly PR, Tax & Ins (payroll/ FICA/ worker’s comp/ health ins) * Review overdue accounts | |  |  | |  | | |
|  | **General Board Organization & Management** | **Executive Board** | | **Financial** | **Fundraising** | | **Events** | | **Team Communication** |
| **January** | * BOD MTG * Annual bylaw & policy review / revisions | * Review Family Survey * Head coach review * Site coach review | | - Payments:   * Monthly PR, Tax, Ins * AUDIT/Review??? | -Prepare Raffle Annual License Report | |  | | * Send Banquet Save the Date (post to Events calendar) |
| **February** | * BOD MTG   - Officials Report |  | | -Payments:   * Monthly PR, Tax, Ins * Raffle License Annual Report to be submitted to OR DoJ by end of month | * Swim-a-thon Swim * Finalize Swim-a-thon $ collection | | * Plan Banquet   - PIL meet (PAC's complete timing system rented out) | | * Details about Lincoln City out to families * call for Lincoln City volunteers |
| **March** | - BOD MTG  - | * Determine performance bonus amounts * Secure meet director for following year Fall In * Plan PP&R negotiation (every 3 years) * Plan Offsite | | -Payments:   * Monthly PR, Tax, Ins * Parks | * Distribute Swim-a-thon Prizes | |  | | * Banquet Details out to families |
| **April** | * BOARD OFF-SITE RETREAT * BOD MTG * Review Scholarships   - Officials Report | * Start park contract negotiations (every 3 years; next 2016) * Secure contract for *Following* year Fall In Pool * Discuss Budget Prep * Determine if and how much discretionary bonus | | * Payments: * Monthly PR, Tax, Ins * Performance Bonus * Prep Budget Options * Review health benefits options * transfer $ to scholarship fund * Review Scholarships * Apply for 990 extension |  | | * Banquet * Lincoln city * Raffle License Expires | |  |

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|  | **General Board Organization & Management** | **Executive Board** | **Financial** | **Fundraising** | **Events** | **Team Communication** |
| **May** | * BOD MTG * Budget Review * Plan Intent to Return schedule for year | * Review BOD recruitment needs * BOD succession planning | * Payments   + Monthly PR, Tax, Ins * Finalize Budget * Review overdue accounts | * Obtain Raffle license | * Secure Picnic Pool Space * Secure license for park space for picnic * Plan summer recruiting strategy | * Call for picnic planner * Call for Raffle coordinator * Call for Swim-a-thon coordinator |
| **June** | * BOD MTG * Budget Approval * Officials Report * Review/Update scholarship forms and process | * Review /Update Handbook * Review /Update Registration Info (Swimmer Packet) * Review Code of Conduct | * Payments * Monthly PR, Tax, Ins * Pay Discretionary Bonus |  | * Select Raffle coordinator * Select Fall In catering * Select Swim-a-thon * coordinator * Book Banquet Space | * Intent to Return forms * Select Pool Parents for following year |
| **July** | BOD MTG |  | * Payments * Monthly PR, Tax, Ins |  |  |  |
| **Aug** | Non BOD MTG |  | * Payments * Monthly PR, Tax, Ins * Directors and Owners Insurance |  |  | * Picnic Potluck announcement * call for Picnic Potluck volunteers |