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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
 |