



Committee Calendar Key Steps

Kate McPhee
www.liquoriceallsorts.com.au



<input type="checkbox"/>	Select a Calendar Captain (eg Secretary, CE/GM?) and a Calendar Vice-Captain who will have full Editing rights
<input type="checkbox"/>	Decide on a calendar platform (eg Google, Trello, Asana...) Use a Club email address as the 'Owner' of the Calendar
<input type="checkbox"/>	Collect all *key* dates (eg from Constitution, Board Meetings, Role Descriptions, Subcommittee Terms of Reference, Compliance Regulators, Legal Contracts, Lease, Events, Fixtures, last 12 months of Minutes...)
<input type="checkbox"/>	Decide on Sub-Calendars (eg Committee Meetings, Secretary, Treasurer, Subcommittees, Events, Marketing/Comms, Liquor Compliance, GM Compliance, Sports/Training, Presentation Nights...)
<input type="checkbox"/>	Add each event and allocate it to a Sub-Calendar
<input type="checkbox"/>	Use "TBC" to add recurring events when the exact date is not known
<input type="checkbox"/>	Give Board members and key staff access (via 'Share with Specific People' or similar to control future access)
<input type="checkbox"/>	Invite *relevant* people to each event
<input type="checkbox"/>	Update the Calendar very regularly, and ensure it is always a full Financial Year or Calendar Year ahead
<input type="checkbox"/>	Treat the Committee Calendar as an essential planning and reporting tool for Board Governance  



"Incremental improvement is preferable to postponed perfection!"