



**North Glenora Community League
Executive Planning Calendar**

DATE	NGCL PLANNING & DEADLINES	EFCL Calendar http://www.efcl.org
		Responsibility
Jan 1	Start of fiscal year ✍ Insurance Policy review and payment ✍ Start Planning AGM for 2 nd Tuesday of March ✍ GST Recovery from previous year	Treasurer President, Executive Members Treasurer
Jan	Treasurer's books go to auditor	Treasurer
Jan	Treasurer reconciles WCB Payment	All Executive
Jan	President's recognition event for Executive	All Executive
Jan	Possible Family Day Event planning & Advertising	Family Programs / Publicity
Jan	Executive members Budget submissions Executive member Operations Manual Review and update submissions to V.P.'s	All Executive including Secretary & Treasurer
Jan / Feb	City of Edmonton Summer Programs: Program requests to CRC Summer playground / soccer camp/ registered camps program planning COE Summer Programs: Book Hall for Programs / Playground	CRC / Programs Hall Bookings
Jan / Feb	Financial Committee Budget Review & Prepare New Budget	Treasurer / 1st & 2 nd VPs
Jan / Feb	Annual General Meeting Planning & advertising (2 nd Tuesday in March)	President, Nominations Committee & Publicity
Jan / Feb	Nominations Committee Report	Nominations Committee
Jan / Feb	Grant Reports/Casino Reports to Attorney General	Treasurer
Jan / Feb	Spring Program Advertising	Program Chairs / Publicity
Jan / Feb	Annual reports for AGM to secretary for typing / photocopying	Executive members/secretary
Feb	Executive to Approve Budget prior to AGM	All Executive
Feb	Family Day Event	Family Programs
Feb	Volunteer Appreciation Dinner Planning & Advertising in Timing to coincide with National Volunteer Week in April (Dates vary) Nominations for special recognition	1 st & 2 nd VP Publicity
Feb	Outdoor Soccer Registration Planning	Sports Programs
Feb	City of Edmonton Annual Grants: Summer STEP & SCP Grants	CRC / Treasurer
2nd Tues in Mar	Annual General Meeting - Election of Executive	President / Nominations Com.
Mar	Revise Bylaws per any amendments after AGM – prepare for distribution at Executive Meeting	Secretary
3rd Tues in Mar	Executive Turn-over Meeting - Old & New Exec.	All New & Old Executive
Mar	Key Inventory, Security System Codes - Distribution to New Executive Operation Manual Handover / Distribution	Hall Bookings Chair Secretary
Mar	City of Edmonton Annual Grants: Operating & Maintenance Reno Grant due	COE – CRC / Treasurer
Mar	Rink Shack cleaned & furnace turned down – Ice mats stored inside	Buildings & Grounds



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Mar	Spring Garage Sale planning & advertising	Garage Sale liaison / Publicity
Mar	Spring Garage Concession by Executive	Executive
Mar	Winter sports equipment stored	Sports / Building & Grounds
Mar	Spring/Summer sports registration/advertising	Sports / Publicity
Mar	Volunteer Appreciation Invitations go out	1 st & 2 nd VP Plus Committee
Mar	City of Edmonton Summer: Registration opens for Summer Programs	COE – CRC
Mar / Apr	Signing Authority Change-over	Pres/VP/Treasurer/Past Pres
Mar / Apr	Spring/Summer programs planning / advertising – Garbage Fair	Program Chairs / Publicity Garbage Fair Liaison
Mar / Apr	New Executive List to EFCL & COE CRC Coordinator Notify Gaming Commission, VOXCOM Notify Corporate Registry (new Exec. List & Financial Report)	Secretary / President Secretary/ Treasurer
Mar / Apr	Annual Update Policy and Procedures Manual if required	1 st & 2 nd VP & Committee
Apr	Volunteer Appreciation Dinner	1st & 2 nd VP / committee
Apr	Grounds spring clean-up/Pitch-In Day advertising – usually held same day as Garbage Fair	Bldgs & Grounds / Publicity
Apr	Spring/Summer programs & Sports underway – advertise as required	All Programs / Publicity
May	City of Edmonton Sports field & Playground Conservation & Hard Surfacing Repair – Identify to CRC – Sports field lining	COE – CRC Bldgs & Grounds Sports Programs
May	Garage Sale	Garage Sale Liaison
May	Grounds spring clean-up/Pitch-In Day Garbage Fair	Buildings & Grounds Garbage Fair Liaison
May	City of Edmonton Annual Grants: NPDP APPLICATION DEADLINE City of Edmonton Annual Grants: Confirmation of Grants	COE – CRC / Treasurer / Bldgs & Grounds (Parks)
Jun	Membership supplies ready for pickup at EFCL	Membership Chair / EFCL
Jun	Plans for summer playground finalized – League Liaison identified	Family Programs
Jun	Summer Playground Advertising Community Day Planning – Advertising – Invitations for tables Advertise for rink caretaker	CRC Publicity Bldgs & Grounds
Jun	Schedule Planning Workshop for Fall	President
Jul	Summer playground in operation	Family Programs
Jul	NO EXECUTIVE MEETING NO NEWSLETTER DEADLINE <i>Only 1 summer month issue delivered first week of July</i>	ALL EXECUTIVE
Jul / Aug	Summer Playground Program underway Summer Programs held in Hall (if booked)	Family Programs Contact Hall Bookings (Keys) Bldg & Grounds(Rink Shack Access)
Jul / Aug	Spring/Summer sports equipment returned/stored	Sports Programs
Aug	Fall/Winter Programs planning & advertising	Program Chairs/Publicity



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Aug	Fall/Winter Sports planning & advertising Indoor Soccer Registration	Sports / Publicity
Aug	Grant Reports / Casino Financial Report to Attorney General	Treasurer
Aug	Membership Drive planning / advertising (Community Day)	Membership / Publicity
Aug / Sep	Fall/Winter programs planning & advertising – Turkey Supper	Program Chairs / Publicity
Aug / Sep	Fall Garage Sale planning & advertising	Garage / Publicity
Sep	Membership drive advertising Community Day (if holding one)	Publicity (advertise) Membership Chair / EFCL
Sep	Membership Drive underway	Membership
Sep	City Operating Grant should be received	1 st VP/President/Treasurer
Sep	Annual Planning Workshop - Target projects/goals for upcoming year	President / All Executive
Sep	CITY OF EDMONTON: Summer Program Evaluation	CRC / Programs
Sep / Oct	Fall/Winter Programs & sports underway Advertise as required Advertise for rink caretaker / hall snow removal if required	All Programs / Publicity
Sep / Oct	Garage Sale	Garage Sale Liaison
Oct	Kitchen Inventory/Review (if required) Order / Purchase replacement items as required	Hall Bookings / Kitchen Keeper
Oct	Sports Equipment Inventory (if required)	Sports Programs
Oct	Fall clean-up (last weekend) – rink preparation (weeds, boards)	Buildings & Grounds
Oct	Rink Caretaker advertisement	Buildings & Grounds / Publicity
Oct / Nov	Grant processing & submission Turkey Supper	President/Treasurer Family &/or Adult Programs
Nov	Rink Shack cleaned and furnace turned up	Buildings & Grounds
Nov	Winter Program Advertising	Program Chairs / Publicity
Nov	Decorate Christmas Tree	Hall Bookings / Bldg & Grounds
Nov	Nominations Committee Start up for next Executive – March AGM	1 st & 2 nd VP / Nominations Committee
Nov	Plan President's recognition event for January	President / Executive
Dec	NO EXECUTIVE MEETING NO NEWSLETTER DEADLINE - NO JANUARY NEWSLETTER	ALL EXECUTIVE
Dec	Rink Operating – Schedule set	Publicity to advertise
Dec/Jan	Un-decorate tree and put away	Hall Bookings / Bldg & Grounds
Dec 31	Fiscal Year End Ensure all filings have been done or are planned – WCB, Taxes, GST Recovery, Insurance paid, prepare year-end statements, etc.	Treasurer
2009 /2011	CASINO	Casino Liaison
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