

SCWDC MANAGEMENT CALENDAR

NOT EDITED FOR CHANGES DUE TO COVID-19

July 2020

MAGAZINE SCHEDULE:

<u>Request for content month</u>	<u>Magazine Issue</u>
February	Mar-Apr-May (Election issue plus summer events)
July	Sep-Oct-Nov (Ski and winter sports issue)

The 12-month calendar below is ordered from April to March, as new administrations take office during April.

SCWDC’s Fiscal Year runs May 1 to April 30. Some tasks must be performed in February & March, including those that affect tasks that begin in the next fiscal year that starts in May.

Monthly membership/social meetings were historically a staple, generally occurring on the first Tuesday of the month. Starting in May 2019, social meetings were no longer scheduled. The references to social meetings have been temporarily retained below in case there is a change.

Trip Leader Recruitment and Selection section is at the bottom of this annual calendar.

Month	Tasks	Responsible Person/Group	Comments
APRIL			
	Annual membership meeting is held to conduct elections, vote on bylaw changes (if any) and make awards. Minutes must be taken – to include election results, any Bylaws proposal results, brief Treasury report, and membership count.	Meetings Chair, President	Annual meeting is generally scheduled for weekday night in first week of April. Election winners take office immediately upon their election. Reserve the meeting place in the fall of the prior year to assure lowest cost and convenient location.
	Treasurer presents an interim financial report to the membership at Annual meeting. (This refers to the current fiscal year; however previous fiscal year financial results may also be presented.)	Treasurer	

Month	Tasks	Responsible Person/Group	Comments
	New BOD meets at end of Annual Meeting, selects recording secretary, vice president, and fourth check signer. Decide on May BOD meeting date.	President, BOD	Can leave discussion of entire year's BOD meeting schedule until May.
	Bank signature cards should be signed right away by new officers so checks can go out when needed.	Administrative Manager	
	The Website and Magazine masthead should be updated to list the current members.	President, Magazine Editor	
	Newly elected officers should familiarize themselves with the Policy Manual and website contents.	BOD, President	
	FYI: Flights Committee receives Tour Operator bids in April & evaluates them. The decision meeting is held in May.	Flights Committee	
	The BOD discusses the upcoming Volunteer Party - what date has been picked and how will the party be conducted, by BOD labor or contractor? Another matter is the selection of a DJ or band to play at the party. Live band music can be too loud. Whichever choice is made, the BOD should make the music choice in April, and set up a contract.	BOD Volunteer Party Coordinator	For years, the Volunteer Party has been held at the Fairlington Community Center with its low rental fee and allowing the Club to bring food & drink. The BOD can go either way, contractor or self-catered at Fairlington, or chose another site.
	President determines if any club-wide summer meetings will be planned, the custom has been not to hold summer meetings. In the past few years, only a membership picnic has been held.	President, Social Chair	
	President confers with the Meetings Chair to discuss if, where and when club wide meetings will be held. Typically, the Flights Committee plans the September meeting for the rollout of Ski trips, that meeting termed "Ski Fest" or "Back to the Slopes"	President, Meetings Chair	
MAY	BEGINNING OF FISCAL YEAR		
	New fiscal year begins, runs May 1 to April 30. Membership year can start in any month.		

Month	Tasks	Responsible Person/Group	Comments
	Program Chairs are reviewed by the President and BOD	President, BOD	President has option to nominate different chairs, which require BOD approval. This may be delayed until May BOD meeting.
	All financials due by month end - but leaders should be already meeting the 30 & 60-day (ski trip) deadlines	Program Chairs, Financial Manager	
	Flights Committee discusses tour operator bids, selects one for each trip, and then signs contracts	Flights Committee	Usually, the Flights Committee meets in a mid-May weekend
	"Ski "Expo" PRW (Paul Weber show) usually first Friday night in May at Tysons Corner. Flights Committee members attend, and sometimes BOD members are invited.	Flights Committee	The PRW business arranges for ski resorts, tour operators, and all BRSC club representatives to come together in a social setting for 3 hours to discuss future business
	Blue Ridge Ski Council holds its semi-annual meeting. It is scheduled to coincide with the Paul Weber Ski Expo. BRSC plans Europe and Western Carnival trips.	Flights Committee, President	BRSC meeting is scheduled the day after the PRW show. SCWDC President may attend along with Flights Committee.
	ALEC submits list of leaders for approval to BOD	ALEC	
	The leader list is reviewed, a vote is required at this meeting.	BOD	
	After the list is approved, ALEC writes all leaders requesting they bid on trips.	ALEC	
	President asks individual BOD members to become liaisons to Program and Committee Chairs.	President, BOD	BOD liaisons should maintain regular contact with their Program or Committee Chair assignments. This helps the chairs do their jobs well, including with presenting their issues to the BOD or President.
	Program Chairs review & finalize their next year budgets, submits to Budget and Finance Chair	Program Chairs	

JUNE			
	Budget & Finance Chair prepares final budgets, they are due to BOD by month end for review. BOD sometimes meets one or more extra times to review budgets in detail	Budget & Finance Chair	
	Financial Manager and Treasurer requests the outside auditor to begin the audit of the prior fiscal year	Financial Manager, Treasurer	The auditor is "Government & Non-Profit Audit Group, PLC." They have been performing audits and preparing SCWDC's tax statements since FY 2005.
	ALEC and Flight Committee assign individual leaders to specific trips	ALEC, Flights Committee	
	Flight Committee preliminary ski schedule posted on website.	Flights Committee, Web Administrator	
JULY			
	Magazine Editor issues call for August-September – October content	Magazine Editor	This issue contains the list of next year's ski trips.
	BOD conducts budget review on the draft budget, and approves by month's end. After the budget is approved and frozen, exceptions to the budget may be approved by the BOD.	BOD	Policy Manual requires BOD to approve an annual budget not later than 120 days after the date of election. Thus, BOD approval should be in July.
	The Flights Committee's ski trips schedule is posted on web site and published in the magazine	Flights Committee, Web Administrator	Trips have been posted by July 1. Other BRSC clubs post late May/June.
	BOD requests Program and Committee Chairs to submit names of volunteers to invite to volunteer party.	BOD Volunteer Party Coordinator	BOD usually designates one of its members to serve as coordinator.
AUGUST			
	Staff salaries changes are generally effective on August 1.	BOD	Changes would have been approved in final budget in July.

	Auditor completes fiscal year audit, submits a draft to President and BOD. BOD approves the audit as the official representative of SCWDC FY financial status and responsible for the annual budget	BOD	Note: Policy Manual requires publication of the audit in the SCWDC magazine.
	BOD issues Volunteer Party invitations	BOD Volunteer Party Coordinator	Past Presidents invited. Guests permitted; past practice has been to charge \$15 per guest.
SEPTEMBER			
	“Ski Fest” or “Back to the Slopes”, (Ski Trip rollout)	Flights Committee	
	BOD Volunteer Party is held. Should have been scheduled in March	BOD	
	Photo session for BOD/President at Volunteer Party.	BOD, Pres, Photographer	Dress nice.
	Blue Ridge Ski Council holds its semi-annual meeting	Flights Committee, President	
	Treasurer submits the audit report received from the Club’s Auditor to the BOD for approval. Club’s Auditor prepares all tax returns. Tax returns are due September 15 unless extended.	Treasurer	Approval by the BOD is customary, but it is unlikely that the BOD will make any change.
	The Eastern Chair submits the list of proposed Eastern trips to the Magazine Editor	Eastern Chair	
OCTOBER			
	First membership/social meeting is held	Meetings Chair	Optional
	BOD selects Nominating Committee (does not select a chair). “Policy Manual: At least one hundred fifty (150) days prior to the election, the Nominating Committee shall be elected annually by the Board of Directors.”	BOD	If Election meeting is on April 1, 150 days in advance is approx. 5 months earlier. This puts the selection date on approx. Nov 1. So, BOD should select Nominating Committee in Oct.

NOVEMBER			
	Membership/Social meeting.	Meetings Chair	November meeting can be used to promote coming Eastern trips, "Eastern Ski Fest".
DECEMBER			
	Membership/Social meeting.	Meetings Chair	
	At BOD meeting, possible Bylaw changes should be discussed with the goal of making decisions about which ones should be recommended to membership; decision required not later than February BOD meeting	BOD	Ask Policy Committee to develop/review all proposals, so begin the discussion of changes several months in advance of March BOD meeting.
	Program Chairs begin budget review for next fiscal year, must turn into B&F Chair in January	Program Chairs	
	Flights Committee decides on the next season's trip list. This is kept internal to the committee.	Flights Committee	Flights provides draft list to Tour Operators for comments.
	Program Chairs finish their current year budget review to determine their budget proposal for next fiscal year, should be submitted to the Budget and Finance Chair in early January.	Program Chairs	
	The Club should review lease with Summit Engineers for use of club's third floor; lease runs from February 1 to January 31; check the financial terms.	Member Services Chair, President, BOD	Continue the lease? Modify rental fee?
	Holiday office party, traditionally on a Monday within 2 weeks before Christmas Day.	Office Staff	President, BOD, PCs, other special guests invited.
JANUARY			
	Membership/Social meeting.	Meetings Chair	Optional
	At the Club wide meeting, Nominations Chair announces the candidates who have agreed to run for officer positions. This is a Policy Manual requirement. This should be updated as candidate slates change. The NC chair also invites petitions from members who were not nominated.		In the 2020-2021-2022 COVID affected era, the NC announcement should be emailed to members..

	Any Bylaws amendment discussion/decision	BOD	
	Preliminary budgets are submitted to BOD	Budget & Finance Chair	
FEBRUARY			
	Membership/Social meeting.	Meetings Chair	
	Flights Committee issues Request for Proposal to tour operators for next year's ski trips	Flights Committee	
	Proposed Bylaw amendments must be approved if not previously approved.	BOD	
	BOD devotes time to discuss next year's draft budget. Suggest that BOD approve preliminary budget at this meeting due to deadline stated in Policy Manual, and to allow publication of all summer events...especially overnight trips, in the March/April/May magazine	BOD	
	Request Program and Committee Chairs to submit nominations for Awards and Recognition in time to be considered at the March BOD meeting	President	
	Nominating petitions due to Nominating Committee at least 15 days prior to the Annual Meeting.	Nominating Committee Chair	
	Magazine editor requests March/April/May content	Magazine Editor	
	Flights Program issues Request for Proposals to tour operators for next year's ski trips.	Flights Committee	
MARCH			
	Membership/Social meeting	Meetings Chair	
	Pick the month and date for the Volunteer Party, usually held in September or early October.	BOD (Volunteer Party coordinator)	Reason for March reservation is that Fairlington accepts those six months in advance and there is a lot of competition for Saturday nights in September.
	Awards are voted on by the BOD in time for purchase and engraving.	BOD, President	
	Plan Annual Meeting agenda	President, Elections, Policy	

This calendar for 2020 & 2021 has been affected by the COVID-19 virus impact on world and USA health and social distancing practices. In lieu of changing the calendar by what might be temporary arrangements, the calendar has been kept in its “normal state.” Changes can be submitted to the SCWDC office and the SCWDC president .