



Annual Administrative Check List

PRESIDENT

Timing	Activity/Task
SEPTEMBER <i>(See notes in June for what must be done in preparation for incoming president before the beginning of September)</i>	Week 1- Email Executive or relevant members to inquire about agenda item follow-up for last month, or submission of agenda items for this month Week 2 – Send agenda to Membership Chair for distribution to members (should receive 1 week in advance of meeting) Week 3 –Chair Membership meeting and Executive meeting Week 4 – <i>OTHER -ENSURE PLANS ARE UNDERWAY FOR VOLUNTEER MANAGERS DAY EVENT; ENSURE PLANNING AND SCHEDULING OF PROGRAM FOR YEAR IS UNDERWAY AND POSTED ON WEBSITE ASAP; double check meeting date for December and see if it makes sense to keep or move to accommodate busy holiday time</i> <i>REMIND PEOPLE OF ONGOING EDUCATION BURSARY AND APPLICATION PROCESS</i>
OCTOBER	Week 1- Email Executive or relevant members to inquire about agenda item follow-up for last month, or submission of agenda items for this month Week 2 – Send agenda to Membership Chair for distribution to Executive (should receive 1 week in advance of meeting) Week 3 –Chair Membership meeting and Executive meeting Week 4 – <i>OTHER -</i>
NOVEMBER	Week 1- Email Executive or relevant members to inquire about agenda item follow-up for last month, or submission of agenda items this month Week 2 – <i>Send agenda to Membership for distribution to members (should receive 1 week in advance of meeting)</i> Week 3 –Chair Membership meeting and Executive meeting Week 4 – VOLUNTEER MANAGERS DAY – (LAVA sponsored activity or event) <i>OTHER - CHECK IN WITH SUPPLEMENT LEAD TO ENSURE TEAM AND PLAN IS IN PLACE; ATTEND PILLAR AWARDS AND/OR ENSURE REPS ARE CHOSEN</i>
DECEMBER	Week 1- Email Executive or relevant members to inquire about agenda item follow-up for last month, or submission of agenda items for this month Week 2 – Send agenda to Membership Chair for distribution to Executive (should receive 1 week in advance of meeting) Week 3 –Chair Membership meeting and Executive meeting <i>OTHER -</i>
JANUARY	Week 1- Email Executive or relevant members to inquire about agenda item follow-up for last month, or submission of agenda items for this month

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	<p>Week 2 – Send agenda to Membership for distribution to members (should receive 1 week in advance of meeting)</p> <p>Week 3 –Chair Membership meeting and Executive meeting</p> <p>Week 4 – Attend Holiday breakfast – may be asked to bring greetings or act as M.C. OTHER - REMIND MEMBERS OF PAVRO CONFERENCE BURSARY AND SET DEADLINE FOR APPLICATION TO TAKE ADVANTAGE OF EARLY BIRD REGISTRATION DEADLINE WEBSITE HOST AND DOMAIN PAYMENTS CHARGED ON CREDIT CARD</p>
FEBRUARY	<p>Week 1- Email Executive or relevant members to inquire about agenda item follow-up for this month, or submission of agenda items last month</p> <p>Week 2 – Send agenda to Membership Chair for distribution to members (should receive 1 week in advance of meeting)</p> <p>Week 3 –Chair Membership meeting and Executive meeting</p> <p>Week 4 – OTHER – REVIEW PAVRO CONFERENCE BURSARY APPLICATIONS</p>
MARCH	<p>Week 1- Email Executive or relevant members to inquire about agenda item follow-up last month, or submission of agenda items this month</p> <p>Week 2 – Send agenda to Membership Chair for distribution to members (should receive 1 week in advance of meeting)</p> <p>Week 3 –Chair Membership meeting and Executive meeting</p> <p>Week 4 – OTHER- ANNOUNCE LAVRO BURSARY RECIPIENT AT MEETING; COMPOSE “MESSAGE FROM THE PRESIDENT” FOR SUPPLEMENT AND SUBMIT BY DEADLINE</p>
APRIL	<p>Week 1- Email Executive or relevant members to inquire about agenda item follow-up for last month, or submission of agenda items this month</p> <p>Week 2 – Send agenda to Membership Chair for distribution to members (should receive 1 week in advance of meeting)</p> <p>Week 3 –Chair Membership meeting and Executive meeting</p> <p>Week 4 – VOLUNTEER APPRECIATION WEEK OTHER – RECRUITMENT FOR NEXT YEAR’S VACANT EXECUTIVE POSITIONS VOLUNTEER WEEK – SUPPLEMENT PUBLISHED</p>
MAY	<p>Week 1- Email Executive or relevant members to inquire about agenda item follow-up last month, or submission of agenda items this month ASSIGN EXECUTIVE MEMBER TO FACILITATE PREPARATION OF ANNUAL REPORT</p> <p>Week 2 – Send agenda to Membership for distribution to members (should receive 1 week in advance of meeting)</p> <p>Week 3 –Chair Membership meeting and Executive meeting</p> <p>Week 4 – <i>(PAVRO conference is usually held near the end of May)</i></p>
JUNE	<p>Chair Annual General Meeting (ensure minutes taken for formal meeting)</p> <p>SET DATE FOR ANNUAL PLANNING MEETING WITH EXECUTIVE MAKE ARRANGEMENTS TO VISIT BANK WITH TREASURER TO GIVE NEW</p>

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	SIGNATURES FOR BANK ACCOUNT CHANGE CREDIT CARD FOR WEBSITE HOST AND DOMAINS WHICH RENEWS IN JANUARY.
JULY AUGUST	Annual Planning meeting with incoming and outgoing Executive Strategic plan review and/or assignment of annual tasks
OTHER	In 2012 the President of LAVA met with the E.D. of Pillar and agreed that regular communications between LAVA and Pillar would be great given their complimentary roles around volunteering. An agreement was reached to meet 2-3 times per year. This should be revisited in 2020-2021

Date Revised June 2020

Relevant Documents

Planning meeting – budget categories, recognition letter for retiring executive, sample agenda

Sample membership agenda

Sample executive agenda

Constitution, role descriptions

Annual General Report

Agenda for Annual General Meeting

Strategic Plan(s)

Policies – email distribution, posting on website, promotion of events and fundraisers

Member Profile Guidelines

PAVRO Conference Bursary

Volunteer Management Education Bursary

Passwords list for email, website, social media accounts