

Administrative Task List—to be done by ED and appropriate Directors.

- January
- Send out AGM packages to all clubs for distribution to delegates.
 - In the email, remind Commodores that MSS schedule and sanctioned events schedule will be discussed at the meeting so that they should have their proposed dates ready.
 - Remind them about MAP applications, membership lists, and membership fees.
 - Include the meeting sites and the videoconferencing arrangements. Strongly suggest that they email MAP applications before the meeting or be prepared to complete them at the meeting.
 - Attachments: agenda for both morning and afternoon sessions, minutes from last AGM, tentative schedule, tentative MSS schedule, MAP application, and audited financial statements.
 - Send out the email at least 14 days before the meeting (last Sunday in January).
 - Finish SSI grant follow-up and submit with required documentation before February 1.
- February
- Post AGM minutes on SSCA website no later than first week of February.
 - Post Board Meeting minutes on SSCA website—on-going.
 - Send up-dated contact information (President) to Sail Canada.
 - Set up Checkclick using dates from AGM. Notify MSS coordinator at each club when website is up. Request use of Checkclick URL in advertising. Target date March 1.
 - Email Checkclick registration lists to clubs as students sign up—on-going.
 - Periodic disbursement of Checkclick cheques to clubs—on-going.
 - Remind clubs about MAP applications, fees, membership lists, sanctioning for insurance—on going.
 - Update SSCA website to show new Board—first week of February.
 - Begin hiring MSS instructors. Request criminal record check and driver abstract from each applicant. Ensure instructors have taken Respect in Sport.
 - Post year's schedule on SSCA website as official record for sanctioning. Update as necessary throughout year.
 - Post dates of regattas from AGM. Post NoR's, SI's and results as available.
 - Prepare list of current club Commodores and MSS Coordinators with contact information. Distribute to all Directors.
 - Determine location, representation, etc. for Sail Canada "mid-term" meeting, apparently not available from their website.
- March
- Final editing of SSI budget for the year and submission of revised budget to SSI.
 - MAP application, fees, membership list reminders to clubs.
- April
- Deadline for MAP applications from clubs is April 1. Reminders to clubs if necessary.
 - Ensure MSS truck, SSCA van and trailers have been serviced.
 - Finalize staffing of MSS if not already complete.
- May
- Orientation of MSS instructors, including use of Checkclick checklists, safety, circle checks of truck, trailer, boats.
- June
- First MSS invoices to clubs and then on-going.
 - MAP cheques (75%) to clubs that have sent in applications and fees, reminders to others. On-going.
 - MAP follow-up from clubs, including cheque and MSS invoices, and then on-going.
 - SSI AGM. Attendance mandatory.
- July/Aug
- Reminders to clubs for MAP follow-ups and MSS fees.
- September
- September 15 deadline for MAP follow-ups with receipts/invoices. Remind clubs.
 - Reminders if clubs have not paid for MSS.

- Cheques for remainder of MAP grants (25%) to clubs.
- Submit SSCA report to Sail Canada for their AGM.
- Begin work on next SSI grant application.
- Collate all MAP applications, follow-ups, receipts and disbursements for SSI report.

October -Deadline for next grant application to SSI.
 -Sail Canada AGM.
 -Start work on SSI grant follow up.

November -Review *Bylaws* and *Policies and Procedures*.

December -Prepare AGM package for clubs and their delegates.