

## Bearspaw Glendale Community Association Board Calendar Year.

### January:

- Begin formulating operating budget and Rec Levy for Board approval in February. (Treasurer, Senior Financial Officer, Executive Director)
- All committees must submit budgets by the end of January.

### February:

- Board to consider operating budget and Rec Levy application.
- Submit Rec. Levy application to Bearspaw Glendale Recreation Board

### March:

- Executive Director conducts staff performance evaluations
- President of the Board and designate conduct Executive Director performance evaluation
- End of BGCA Fiscal Year

### April:

- Advertise Annual General Meeting in community newsletter
- Advertise special meetings (if necessary)
- Submit financials to be audited

### May:

- Board conducts management review
- Continue to advertise AGM and special meetings.

### June:

- Treasurer to review audit with SFO and E.D.
- Host Annual General Meeting
- Elect new Board of Directors
- Appoint Board positions at first Board meeting
- Orientation of new Board members

**July & August:**

- Schedule regular Board meeting if necessary.

**September**

- Review Board Calendar Year
- Discuss Policy Review
- Submit F.C.S.S. application

**October**

**November**

- Review and renew insurance policy as necessary

**December**

- Discuss vision planning for the following year.