



WOODGROUP SA INC
BOARD
STRATEGIC TIMELINES

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TIMELINES

There are some strategic timelines that are either a requirement of the Association Incorporations Act or other processes within Woodgroup SA dictated by its constitution or by laws.

- **MAY**
 - The Board must meet in this month to consider and adopt the financial budget for the following year and set the capitation fee that in turn influences the level of membership fees each Club charges its members.
 - The Secretary will call on each club to advise the number of financial members it has at this time to enable the association to broker a group premium for Public & Product Liability Insurance Cover.
- **JUNE**
 - The Clubs will be formally advised of the capitation fee, the base for calculating the fee Woodgroup SA charges its members i.e. the Clubs.
 - Public Liability Insurance will be brokered and Clubs informed of the premium to be paid by each. This premium falls due on 1st July each year and must be paid within 14 days for the Club to continue to maintain its public liability insurance. Clubs not paying within this timeline will not be considered a beneficiary of this insurance scheme.
- **JULY-AUGUST**
 - In this 8 week period Clubs are required by their constitutions to set and collect all their membership renewal fees.
- **SEPTEMBER**
 - At the end of this month each Club is to declare its financial members and pay to Woodgroup SA its membership fee based on the number of financial members it has multiplied by the capitation fee advised by the Board.
 - The Secretary sends to each Club a form to be used for this purpose. It helps Clubs calculate their fees.
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- **OCTOBER**
 - Clubs must pay their membership renewal to Woodgroup SA by 31st October. They need to forward with their payment a list of names of their financial members.
 - Constitutionally Clubs are to hold their Annual General Meetings in October.
 - By 31st October Clubs are to advise Woodgroup SA of their Office Bearers, importantly the nominations for positions on the Board. Again a pro forma is issued to each Club to forward this information in a uniform manner.
 - Woodgroup SA notifies members of its Annual General Meeting, publicizes any notices of motion and circulates nomination forms for all Office Bearer positions.
- **NOVEMBER**
 - Woodgroup SA must hold its annual General Meeting by 30th November. The Association Incorporations Act requires any association to hold its AGM within five months of the end of its financial year.
 - Usually a Board meeting is held immediately following the AGM so that Other members of the Executive are formally appointed and therefore the business of the association can continue to be administered.

November 2010