GX Committee & AGM Schedule

**Autumn Term**

**Routine Committee Meeting (1)**

When: third week of term

Objectives:Prepare for AGM, agree dates for Year+2

Requirements: Accounts, membership figures and dance figures for previous year. Proposed Diary for Year +2, Budget for year ahead?

Content:

Review of any initiatives.

Any suggestions to be put to AGM (from Committee or Members).

Any expectations of exceptional expenditure in year ahead.

Output: Minutes, Committee-approved Accounts, Chairman’s Report, Agenda for AGM, agreed dates for Year +2

**AGM**

When: October, 3 weeks after Committee meeting

Objectives:Elect/re-elect Chairman and Committee, Agree minutes of previous AGM, Review and Agree Accounts, Discuss Chairman’s Report, Vote on any suggestions, Raise and discuss concerns

Requirements: Minutes of previous AGM, Accounts, Chairman’s Report

Output: Minutes, Agreed Accounts

**Routine Committee Meeting (2)**

When: Middle of November

Objectives: Agree Ticket Selling Plan for Tea Dance, Review issues from AGM

Requirements: Proposed Ticket Selling Plan,

Minutes from AGM

Output: Minutes, Agreed Ticket Selling Plan (minutes may be sufficient)

**Spring Term**

**Routine Committee Meeting**

When: First Week of Term

Objectives:Prepare for Tea Dance, Review accounts, membership and dance figures from previous term

Requirements: Tea dance checklist, update on ticket sales

Accounts, membership figures and dance figures for previous term

Output: Minutes

**Tea-Dance Review Committee Meeting**

When: Middle of February

Objective: Review Tea Dance

Requirements: Tea Dance Accounts and Numbers

Output: Minutes, Updated Checklist

**Summer Term**

**Routine Committee Meeting**

When: third week of term

Objectives**:** Agree Tea Dance programme, numbers, and associated arrangements. Review accounts, membership and dance figures from previous term

Requirements: Proposed Tea Dance programme and fliers;

Accounts, membership figures and dance figures for previous term

Output: Minutes, Agreed Tea Dance Programme and arrangements.

**All Committee Meetings**

Review Action of previous Meetings, Discuss ongoing initiatives, AOB