Key:	All Members	All Officers	All Branch Officers	Branch Secretary/Treasurer	Branch Comms Officer	Branch Delegates	All AusROC Officers	AusROC Branch Reps	AusROC Secretary Treasurer	AusROC Comms Officer	Financial Audit Panel	Returning Officer
Month:	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Week 1	Jan 1st officers take office Quarterly reports and agenda items due AusROC Quarterly Meeting Monthly reports due Branch Monthy Meeting Digitise bank estatement	Monthly reports due Branch Monthy Meeting Digitise bank estatement	Monthly reports due Branch Monthy Meeting Digitise bank estatement	Quarterly reports and agenda items due AusROC Quarterly Meeting Monthly reports due Branch Monthy Meeting Digitise bank estatement	Monthly reports due Branch Monthy Meeting Digitise bank estatement	Monthly reports due Branch Monthy Meeting Digitise bank estatement	Quarterly reports and agenda items due AusROC Quarterly Meeting -vote on audit panel branch Monthly reports due Branch Monthy Meeting Digitise bank estatement Begin compiling Financial Report	Monthly reports due Branch Monthy Meeting -vote auditing panel Digitise bank estatement	List members in good standing for AGM Financial report due to audit panel Notice for AGM -proxy vote forms -resolutions -candidate Branch Monthy Meeting Digitise bank estatement	Quarterly reports and agenda items due AusROC Quarterly Meeting Monthly reports due Branch Monthy Meeting Digitise bank estatement	AGM -elections, -financial report -elect returning officer -review operations -assess organising efforts -share skills -vote on resolutions Monthly reports due Branch Monthy Meeting Digitise bank estatement	Monthly reports due Branch Monthy Meeting Digitise bank estatement
Week 2	Items for Quarterly Bulletin due Quarterly Bulletin -election results -motions -reports -link minutes			Items for Quarterly Bulletin due Quarterly Bulletin -motions -reports -link minutes			Items for Quarterly Bulletin due Quarterly Bulletin -motions -reports -link minutes -AusROC officer nominations notice			AusROC officer nominations and AGM resolutions due Deadline for audit panel report Items for Quarterly Bulletin due Quarterly Bulletin -motions -reports -link minutes -candidate statements -fin report and audit -proposed resolutions	Report vote count due 7 days after AGM	
Week 3			Motion for AusROC quarterly date			Motion for AusROC quarterly date			Motion for AusROC quarterly date Motion for AGM date Call for AGM resolutions and candidates			Motion for AusROC quarterly date
Week 4	Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for AusROC quarterly meeting -agenda -previous minutes Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for AusROC quarterly meeting -agenda -previous minutes Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for AusROC quarterly meeting -agenda -previous minutes Proposed resolutions and candidate statements due Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for branch monthly meeting List members in good standing	Notice for AusROC quarterly meeting -agenda -previous minutes Notice for branch monthly meeting Submit CAV Report List members in good standing