# Creating Your Clubs’ Annual Calendar

As you develop your club’s annual calendar, below are some important items to include:

| **Date(s)** | **Item(s)** | **Description** |
| --- | --- | --- |
| October 1 | Probus Day | (October is Canada’s Probus month) |
|  | Deadlines | Annual registration must be submitted to PROBUS Canada by December 31. Includes contact information, number of members, and cheque for fees.  Insurance expires on December 31. |
|  | Management  Committee  Meetings | The times and dates of your club’s management committee meetings. |
|  | General  Meetings | The times and dates of your regular general meetings. |
|  | Newsletter | The dates of your newsletter’s distribution, usually the week before a general meeting. |
|  | Pre AGM | Prepare the club’s annual financial report to present at the AGM. Distribute the nominating committee’s proposed management committee slate to members. |
|  | AGM | The date of your Annual General Meeting, according to your club’s bylaws. |
|  | Post AGM | Send your PROBUS Canada Director revisions to your club’s contact information, using the Probus Club Data Update Form in the PROBUS Canada Club Guide.  At the first management committee meeting, review your club’s constitution and bylaws to orient new committee members. |
|  | Annual  Luncheon | Three months before the luncheon: Establish luncheon date; book the venue; determine the menu, price to members, and the deadline to register; obtain approval at Management Committee meeting.  Two months before luncheon: Publicize Annual Luncheon in the newsletter and at a general meeting.  One month before luncheon: Publicize the Annual Luncheon before the deadline for registration by email and in the newsletter. |
|  | Club Roster | When your membership changes, distribute the revised club roster to all members via your website or email. |
|  | Club Dues | Publicize the deadline for payment of members’ annual dues. |
|  | Club Charter  Anniversary  Dates | Identify club charter anniversary dates in five-year increments [5, 10, 15, etc.].  One year in advance of the anniversary date, create a committee to make celebration plans for the special date.  Advise your District Director of plans and celebration date.  Your Director will arrange for a PROBUS Canada recognition certificate.  Perhaps invite your Director to attend the celebration.  Publish your celebration date and provide program pictures to PROBUS Canada Newsletter and Website. |