**Club Committee Meeting Plan**

Committee Management

The swimming club committee can plan their monthly meetings in advance to allow all members the opportunity to make themselves available. The meetings should be placed onto a calendar and made available to all members who may be required to attend.

Additional parties may be required to attend a committee meeting on request of the committee to provide information or an update on a particular topic. The necessary meeting details should be given at the earliest opportunity.

All committee members are busy with things outside the club, so it’s a good idea to consider technology that is available to ensure people can attend the meeting. Clubs can use programs such as Skype, teleconference calls, GoTo meetings so that if committee members or guests can’t physically make it to the meeting they can still contribute.

Swimming Club Committee Calendar [Year]

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | May | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | June | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | July | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | August | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | September | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | October | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | November | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | December | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |

Key [ ] **Committee Meetings** [ ] **Start of Season** [ ]

[ ] **AGM** [ ] **End of Season** [ ]