



ANNUAL REVIEW OF IMPORTANT CLUB FUNCTIONS

Clubs should review certain items on an annual basis. Below is a suggested example of business items for review (some of the items are specific to nonprofits):

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| • Insurance review | January |
| • Mission & visions statement review | February |
| • Board nominations (nonprofits) | March |
| • Board evaluation (nonprofits) | April |
| • Budget development/presentation | May |
| • Budget acceptance | June |
| • Communication plan | July |
| • Head Coach evaluation (nonprofits) | August |
| • Evaluation of programs & services | September |
| • Strategic Plan: review or create | October |
| • Bylaws review (nonprofits) | November |
| • Policies & procedures review | December |

Coaches could definitely add "wet side" items to this list such as:

- Meet schedules
- Assistant Coach reviews
- Parent kick-off meetings
- New member packets