

Save Ontario Shipwrecks
Administrative Calendar

Month	Activity	Stakeholders
January	Winter NL Deadline	All
	Chapter Reports Due	Chapter Chairs
	Chapter Financial Reports	Chapter Treasurer
	Chapter Project Reports	Chapter Project Manager
	Special Functions Reports	Special Functions
	Survey License Applications	All Project Managers
	Invite Chapter Chairs to OAS	President
	Calculate Chapter Membership Funds Transfer	Membership Chair
	Chapter AGM	Chapter Chairs
February	Mail Newsletter	Membership Chair
	Submit OUC Renewal	Treasurer
	Outdoor Show Meeting	President
	Motion for Core Funding	
	Directors Award	
	Marine Heritage Award	
	Donation to Shipwrecks	
Set NAS Dates	Senior Tutor	
March	President's Report	President
	Treasurer's Report	Treasurer
	Budget	Treasurer
	Strategic Plan Creation / Update	Vice President
	Submit Core Funding App	President / Vice President
	Request / Review Auditors Report	Board
	AGM Notice and Proxies	President
	Choose award recipients from nominated	Board
April	AGM	All
	Present Chapter Membership \$	
	Motion to approve activities	
	Appoint auditor	
	Board Elections	
	Spring Board Meeting	Board
	Spring NL Deadline	All
	Publish Auditors Report	
Survey Project Planning	Chapters	
May	Mail Newsletter	Membership Chair
	Submit Charity Return -Ontario	Treasurer
	Update Board Composition -Ontario	Treasurer
	Survey and Project Work	All
June	Survey and Project Work	All
July	Summer NL Deadline	All
	Survey and Project Work	All
August	Mail Newsletter	Membership Chair
September	Goderich Marine Heritage Festival	All

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	SCUBA in the Park	All
	Survey and Project Work	All
October	Fall NL Deadline	All
	Invite Special Functions to Oct Board Meeting	President
	Survey and Project Work	All
November	Membership Renewal Letter / Fall NL Mail	Membership Chair
	Order Brochures and Promo Materials	Board / Quartermaster
	OUC AGM	Board
	Survey and Project Reports to Ministry	Chapters
	Poll for Nominations for Awards	Board
December	Reminder Survey Reports	Sr. NAS Tutor
	Calculate and Transfer Funds Memberships	Membership Chair
	Calculate and Transfer Funds SS to HF	Quartermaster
	Reminder to Chapters to Hold AGM	President