**TIMELINE FOR DISTRICT MANAGERS NSW&ACT**

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| **January** | * **District meeting with unit leaders to plan for the year.** * Set dates for District meetings for the year. * Check all the Leaders membership is current and paid. * Check Support Group accounts are ready for audit and arrange for an auditor if necessary to audit the books. * Check all unit accounts are finalized for previous year. * Payments for hall expenses or leases – list payment dates for year. * **Attend 1st communication Meeting for the year \*** * Arrange for info in the local media & community notice boards about Guiding. |
| **February** | * Arrange for notes to be sent to all Guide parents inviting them to the first Support Group / District Support Team meeting.(SG/DST) * Attend the SG/DST meeting and plan AGM and arrange for invites to be sent to Parents, Region and Community members. * At SG/SDT Meeting plan distribution of Guide Biscuits and promotion of Guiding in your District throughout the year. * Arrange for info in the local school bulletins about Guiding in your District * Remind Guide Leaders to prepare a written report for the District AGM. * Arrange appreciation certificates/awards etc for AGM. |
| **March** | * Check all units have sent to Region/GH their unit Membership changes. * Pay SG/SDT Membership directly to Guide House by the end of March. * Finalize all details of AGM with SG/DST committee. * Pay the District/Unit insurance contents/hall to GH * Plan attendance at your district Anzac event, send out notes, arrange wreath. |
| **April** | * **District Meeting**- plan for active Guiding in community/Region/State events * Place ads in the local school bulletins/library about Guiding in your District * **Attend 2nd Communication Meeting \*** * Hold AGM’s prior to 30th April and set date for SG/SDT meeting next month. * At your AGM fill in the GGA NSW ANNUAL DISTRCT MANAGEMENT REPORT. |
| **May** | * Make 2 copies of your GGA NSW ANNUAL DISTRICT REPORT   \* original copy sent to GH before the end of May   * 1st copy sent to your Region Manager * 2nd copy kept for your District records * Remind all Unit leaders to vote for new Board Members. * Invite Leaders to attend Guides NSW & ACT AGM |
| **June** | * Reminder that all Guide leaders are able to nominate leaders for Guide Awards. * Encourage progression planning of your Guides and visits to units. |
| **July** | * **Attend 3rd Communication Meeting \*** * **District Meeting** to plan District events & attendance at Region/State Events * Promotion of Guides and Leaders – active recruitment. |
| **August** | * Hold SG/SDT Meeting * Promotion of Guides – bring a friend or open unit night. |
| **September** | * Check Guides and Leaders Membership is current. * Arrange for info in the local media & community notice boards about Guiding. |
| **October** | * **Attend 4th Communication Meeting \*** * **District Meeting and plan end of year celebrations & budget for next year.** * Place order for Guide Biscuits with Guide House * Encourage progression planning of the Guides and visits to units. * Promotion of Guides and Leaders – active recruitment. |
| **November** | * Hold SG/SDT Meeting and set date for next year’s AGM and plan District Budget for next year. * Reminder that all Guide leaders are able to nominate leaders for Guide Awards * Set dates and time for district events for the following year. * Arrange for info in the local school bulletins about Guiding in your District |
| **December** | * Attend Region Christmas Party bring diary and dates for next year’s events * And enjoy a well earned break |

\* This will be managed differently in each Region/State – this meeting is where Region communication is disseminated to Districts. We have shown it as one meeting a term and held as an example only.