**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.
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| **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.
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| **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.
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| **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.
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| **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
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| **June** | * Reminder that all Guide leaders are able to nominate leaders for Guide Awards.
* Encourage progression planning of your Guides and visits to units.
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| **July** | * **Attend 3rd Communication Meeting \***
* **District Meeting** to plan District events & attendance at Region/State Events
* Promotion of Guides and Leaders – active recruitment.
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| **August** | * Hold SG/SDT Meeting
* Promotion of Guides – bring a friend or open unit night.
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| **September** | * Check Guides and Leaders Membership is current.
* Arrange for info in the local media & community notice boards about Guiding.
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| **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.
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| **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
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| **December** | * Attend Region Christmas Party bring diary and dates for next year’s events
* And enjoy a well earned break
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 \* 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.