Reaffiliation Checklist 24-25

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible | Deadline | Done? |
| Read handbooks and complete any additional training | All | In April |  |
| Attend committee training workshops | President, Treasurer | In April |  |
| Apply for delegate access | Treasurer | In April |  |
| Submit Constitution, Blues Criteria, Inventory and Safety Code | All (President) | 1st May |  |
| Submit new Budget and membership prices | Treasurer | 1st June |  |
| Review, sign and submit Risk Assessment | All (President) | 1st July |  |
| Register for Freshers’ Fayre | President/Secretary | In August |  |
| Buy memberships | All | In August |  |
| Request website admin access | President | After buying a membership |  |
| Give committee website admin access | President | After buying memberships |  |
| Attend any additional committee training | Wellbeing Officer, Events? etc | In September |  |
| Submit Coach details | Captain | 1st October |  |