Reaffiliation Checklist 24-25

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| 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  |   |