



Highett CC Season Task Planner

Approx. Date	Task	By Whom
Early August	First meeting of newly elected committee	All 10
Early August	Do affiliation forms for VTCA and CMCA	Sec.
Late Aug	Print membership cards	Sec.
Aug-Sept	Indoor Pre-season training	
September	Outdoor Pre-season training	
Early Sept	Liaise with Council re turf Wicket preparations	Pres./Sec.
Early mid Sept	Working-bee around practise Facilities	
Late Sept	Plan Social Calender, at least to Xmas	Social Gp
Late Sept	Meet with HFC to do pavilion for whole Facility	Sec.
End of Sept	Sign and get keys from council for whole Facility	Pres./Sec.
Start of Oct	Our Curator takes over turf wicket responsibility	Curator
1st Thurs. In Oct	Hold senior season-opening function	
2nd wed. in Oct	hold Junior season-opening function	Jnr Coach
	XMAS BREAK	
Late Jan	Check long services records...order plaques	Sec.
Early Feb	Start planning trip away	Social Gp.
Early March	Mail out JPF and SPF invites	Sec.
	Make list of senior and Junior trophy winners	M Kell
	Order Trophies (lifetime in Morrabbin, Lindsay?)	Sec.
	Send Best averages & Aggregates to CMCA	M Kell
	Send best few 1st XI bat & bowl stats to VTCA	M Kell
Late March	Hold Junior Presentation Function (in rooms?)	
	Hold Senior presentation function (in rooms?)	
	Clean and vacate facility	All 10
Late March	Meet with HFC to do pavilion inspection report	Sec.
	Sign & return keys to council for the whole Facility	Pres.sec
April	Negotiate Senior Captain/coach position	Sub-comm
	Negotiate Junior Coach position	Comm.
	Discuss next committee positions	Comm.
	Discuss any life mebership candidates	Comm.
	Negotiate Curator	Comm.
Early May	Finalise Receipts and expenditures for fiscal year	Treas.
Mid May	Book venue for AGM (highett RSL?)	M Kell ?
	(usually second Monday in July)	
Early June	Take accounts to auditor	Treas.
	Order Premierships caps (if required)	Sec.
	Book Pre-season indoor training venue	Sec.
	Organise printing of annual Report	Sec.
Late June	Mail Out AGM & pre-season training notices	Sec.
Mid July	Hold AGM. Elect new Committee	All 10
Ongoing	Various funding grants	Pres./Sec.