

Annual Checklist for Council President

Version 1.2 January 1, 2018

Month	Activity	Responsibility	Detail
January	Organize an annual networking/development day for all members	VP	
February	Particular Council Annual/Financial reports to Central Councils or ONRC	President/Treasurer	By Feb 28 find forms on http://members.ssvp.on.ca/en/forms.php?item=11
	Succession Planning - Assist & Guide Conference Presidents with this task	President/Secretary	Identify Conference Presidents with Term maturing June 30 and review succession plans
March	Prepare Annual/Financial Report for AGM (for incorporated councils)	President/Treasurer	Refer Rule 2.3.3
	Pay Council & Conference pass up (fees) to ONRC	Treasurer	ONRC - \$250, National - \$260
	Central Councils annual reports to ONRC	President/Secretary	By March 20th find forms on http://members.ssvp.on.ca/en/forms.php?item=11
	ONRC Spring meeting	All members	
April	AGM (may vary by month and location) (for incorporated councils)	All members	Refer Rule 2.3.3
	Birthday Frederick Ozanam	Secretary	April 23rd
May	Feast day celebration Saint Louise de Marillac	Spiritual Advisor	May 09
June	CRA Filing (if applicable)	Treasurer	Due June 30 th , 6 months after fiscal year end
	National AGA meeting	All members	
July	Presidential term begins	President	
September	Feast day celebration St Vincent de Paul	Spiritual Advisor	September 27th
	Submit to SSVP Administrator membership update	Secretary	Submit changes to info@ssvp.on.ca
	ONRC Autumn meeting	All members	
	Feast of Blessed Fredric Ozanam	Spiritual Advisor	September 9th
November	Beatification celebration Rosalie Rendu	Spiritual Advisor	November 9th
	Annual Insurance Renewal	Treasurer	
December	End of fiscal year (unless otherwise specified)	Treasurer/Secretary	Dec 31