

BRANCH TIMETABLE

Month	Financial	Business	Life Member Dinner	Professional Member Induction	Teacher Awards	National Engineering Week
January	Prepare financial statements and have approved by Br. Exec	Submit annual report for APEGGA annual report by Jan 31 Seek nominations for new executive Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council		HO advises branch of inductees (full year)	HO mails info to schools HO advises branch of contacts	Finalize plans
February	Have financials approved by members at AGM? Submit to HPO?	Have new executive elected at AGM? Assign responsibilities? Submit to HO?		PMIC at AGM?	Promote	HO and branch promote activities
March	Have financials approved by members at AGM? Submit to HO?	Have new executive elected at AGM? Assign responsibilities? Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council		PMIC at AGM?	Promote	Hold first week
April		By early April, advise of attendance at AGC			Receive nominations	
May		Prepare and approve business plan Branch Exec Orientation? Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council			Select winners & advise HO	
June	Start to prepare budget	Submit bus. plan to HO Branch Exec Orientation?			Recognize winners	

BRANCH TIMETABLE (cont'd)

Month	Financial	Business	Life Member Dinner	Professional Member Induction	Teacher Awards	National Engineering Week
July	Continue budget preparation					
August	Submit budget by Aug 15					
September		Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council				
October			HO provides list Recognize?			Appoint rep
November	Council approves budgets	Consider dates for AGM/President's Visit	Recognize?			HO provides concepts for activities
		Submit Branch Activity Report for Br. Chair Meeting and advise attendance at Council				Promote involvement in activities
		Finalize date for AGM/President's Visit				
December	Year end				Appoint rep	Promote involvement in activities
Throughout	Submit advances as required					Advise HO of activities to be undertaken and where