

FAMDA Annual Governance Calendar

(Aligned to March AGM and Financial Year 1 July–30 June)

Standing Monthly Items (Each Ordinary Committee Meeting)

The following items are typically reviewed at each ordinary Committee meeting:

- Financial report
- Production updates
- Membership changes
- Action list review
- Risk or incident review (if applicable)

These standing items support consistent and efficient meetings.

JANUARY — AGM Preparation Begins

Focus: Early groundwork

- Confirm AGM date, time, venue
- Secretary reviews membership register
- Treasurer begins preparing financial statements
- Committee identifies any constitutional or fee changes
- Check insurance renewal dates (many fall mid-year)

Important month.

FEBRUARY — Formal AGM Preparation

Focus: Compliance and notice

- Finalise financial report
- Committee approves AGM agenda
- Issue formal AGM Notice to members
(per Constitution notice period)
- Call for committee nominations
- Prepare AGM documentation pack
- Send member reminder

This is the key governance month.

MARCH — ANNUAL GENERAL MEETING

Focus: Governance milestone

Before AGM

- Confirm quorum list
 - Prepare sign-in sheets
 - Prepare ballots (if required)
-

At AGM

- Present reports
 - Elect committee
 - Confirm membership fees (if required)
 - Record all motions
-

After AGM (within 1–2 weeks)

- Finalise minutes
- Update committee register
- Notify Consumer Affairs Victoria (if required)
- Update bank signatories
- Update website governance pages

March is the governance anchor point.

APRIL — Post-AGM Consolidation

Focus: Stabilise the new committee

- Induct new committee members
 - Confirm annual work plan
 - Review strategic priorities
 - Confirm key production calendar
 - Review risk and compliance items
-

MAY — Operational Planning

Focus: Forward activity

- Confirm upcoming productions
 - Review volunteer needs
 - Check grant opportunities
 - Mid-year budget check (optional but wise)
-

JUNE — Financial Year Close Preparation

Focus: Financial readiness

- Treasurer prepares for year end
- Review outstanding expenses
- Confirm insurance renewals approaching
- Review membership status

Important lead-in to 30 June.

JULY — New Financial Year

Focus: Compliance reset

- Financial year officially begins
 - Insurance renewals often fall here
 - Membership renewals typically issued in July
(recommended best practice aligned to financial year)
 - Update membership register
 - Issue membership reminders
-

AUGUST — Membership Follow-Up

Focus: Clean the books

- Chase outstanding memberships
 - Update active member list
 - Confirm voting eligibility list
 - Review volunteer engagement
-

SEPTEMBER — Governance Health Check

Focus: Light review

- Committee self-check (informal)
 - Policy review if required
 - Production pathway check
 - Risk register review (if used)
-

OCTOBER — Strategic Review Window

Focus: Future planning

- Early planning for next year's program
 - Grant planning
 - Sponsorship review
 - Major project planning
-

NOVEMBER — Budget & Forward Planning

Focus: Next year readiness

- Draft next year budget
 - Review financial position
 - Confirm insurance outlook
 - Identify AGM issues early
-

DECEMBER — Quiet Governance Month

Focus: Light touch

- Archive key documents
- Confirm membership data clean
- Committee informal review
- Prepare for January AGM cycle restart