

Probation Association Year January to December 2009

Month	Week	Council	Board of Directors	Audit Committee	Administration	NNC and SCCOG	Event/Meeting Date
J A N	1				Invoice areas for subscriptions		
	2						
	3					NNC Meeting 20 Jan	
	4	<p>Approve November Council minutes</p> <p>2009/12 Framework and 2009/10 priorities: to establish member priorities for the three year strategy and one year business plan</p> <p>Board of Directors' Report: to account to members for Board activity</p> <p>Members' Agenda: forum for members to share and discuss their key issues</p>				SCCOG meeting 28 January	Council Meeting - 22 January
F E B	1		<p>Planning Awayday: 2009/12 Framework and 2009/10 Business Plan: to develop key themes based on the outcome of the Council discussion</p>		Publish minutes of November Council meeting		
	2			<p>Budget Report (9/12): to check expenditure and if necessary make recommendations to the Board</p> <p>2009/10 Draft Budget: to consider proposals based on October annual review of finance, subscription level and developing priorities / business plan for</p>			<p style="color: blue;">Audit Committee Meeting – 10 February</p> <p style="color: blue;">Board Planning Away day –11 February</p>

				<p>recommendation to the Board Risk Register: to review risk management and make recommendations to the Board Chief Executive's / Accountant's Reports: to report on any matters not covered above including internal audit plan for 2009/10</p>		
	3					
	4					
M A R	1					
	2	<p>Approve November Board minutes Draft 2009/12 Framework and 2009/10 Business Plan: to consider draft documents based on the February meeting for presentation to Council in April Audit Committee Report (Feb): to note and to make decisions against the Committee's recommendations Chair's Report: to report on national developments and activity Chief Executive's Report: to report on PA activity and to raise any actions required not contained in the Business Plan</p>		<p>Call for members' items for April Council</p>		<p>Board of Directors Meeting – 12 March</p>
	3			<p>Publish minutes of November Board meeting</p>		
	4					
A P R	1					
	2	<p>Approve January Council minutes 2009/12 Framework and 2009/10 Business Plan: to</p>				<p>Council Meeting 7 April</p>

		present the drafts for approval or amendment Board of Directors' Report: to account to members for Board activity Members' Agenda: forum for members to share and discuss their key issues				
	3				Publish minutes of January Council meeting	NNC Meeting 23 April
	4					SCCCOG meeting 29 April
M A Y	1			2008/09 Budget Outturn (draft): to note 2009/10 Budget: to receive Risk Register: to review risk management and make recommendations to the Board Chief Executive's / Accountant's Reports: to report on any matters not covered above		Audit Committee Meeting – 6 May
	2				Call for members' items for June Council	
	3		Approve minutes of March Board meeting 2009/12 Framework and 2009/10 Business Plan: for sign-off Audit Committee Report (May): to note and to make decisions against the Committee's recommendations 2008/09 Year End Business Plan Report: to note and discuss Chair's Report: to report on national developments and activity Chief Executive's Report: to report on PA activity and to raise any actions required not		Start work on Annual Report: design and text	Board of Directors Meeting – 21 May

			contained in the Business Plan			
	4				Publish minutes of March Board meeting Publish 2009/12 Framework and 2009/10 Business Plan Begin Chair elections	
J U N E	1					
	2	Approve minutes of April Council meeting Board of Directors' Report: to account to members for Board activity including for: 2008/09 Year End Business Plan Report Members' Agenda: forum for members to share and discuss their key issues				Council Meeting – 11 th June
	3				Publish minutes of April Council meeting	
	4					
J U L Y	1					
	2			Annual Accounts: to receive Budget Report (3/12): to check expenditure and if necessary make recommendations to the Board Risk Register: to review risk management and make recommendations to the Board Chief Executive's and Accountant's Reports: to report on any matters not covered above		Audit Committee Meeting – 14 July

				Auditors' closed meeting with Chair and Audit Committee without Chief Executive and Accountant: to report on any matters of concern			
	3					NNC Meeting July 22	
	4		Approve minutes of May Board meeting Audit Committee Report (July): to note and to make decisions against the Committee's recommendations Annual Accounts: to approve Chair's Report: to report on national developments and activity Chief Executive's Report: to report on PA activity and to raise any actions required not contained in the Business Plan		Call for members' items for the September Council	SCCOG meeting 28 July	Board of Directors Meeting – 30 July
AUG	1				Publish minutes of May Board meeting Annual Report content and design signed off		
	2						
	3						
	4				Conclusion chair elections		
SEP	1						
	2						

P T	3	<p>Approve minutes of 2007/08 AGM AGM: to accept Annual Accounts and appoint auditors Approve minutes of June Council meeting Board Of Directors' Report: to account to members for Board activity Members' Agenda: forum for members to share and discuss their key issues</p>			Publish Annual Report	NNC Meeting 23 September	Council & AGM Meeting – 17 September
	4				Publish minutes of 2007/08 AGM Publish minutes of June Council meeting	SCCOG meeting 29 September	
O C T	1						
	2			<p>Budget Report (6/12): to check expenditure and if necessary make recommendations to the Board Risk Register: to review risk management and make recommendations to the Board Annual Review of finances including treasury report, pensions, reserves and agency accounts: to ensure PA's financial overall position is satisfactory and to inform decisions about investment, subscription levels and budget 2010/11 subscriptions: to propose the level of subscription Chief Executive's and Accountant's Reports: to report on any matters not</p>			Audit Committee Meeting – 14 October

				covered above			
	3						
	4				Call for members' items for the November Council		
NOV	1						
	2		<p>Approve minutes of July Board meeting Half year Report on the 2009/10 Business Plan: to note and discuss Audit Committee (Oct): to note and to make decisions against the Committee's recommendations 2010/11 Subscription level: to set Chair's Report: to report on national developments and activity Chief Executive's Report: to report on PA activity and to raise any actions required not contained in the Business Plan</p>				Board of Directors Meeting – 12 November
	3				Publish minutes of July Board meeting		
	4	<p>Approve minutes of September Council meeting Half year Report on the 2009/10 Business Plan: to note and discuss 2010/11 Subscription level: to note Board of Directors' Report: to account to members for Board activity Members' Agenda: forum for members to share and discuss their key issues</p>					Council Meeting – 26 November
D	1				Publish minutes of September		

E C				Council meeting		
	2			Cal for members' items for the January Council		
	3			Letter to members about subscription level		
	4					