

## **Calendar of Events NSCP Executive Director**

### **January to end of March:**

AGM Report, Facility preparation, CE events,  
Board Elections  
Manage Awards selections process  
Peer Assessment: update to web, notices to members, mail merges, forms  
3 - 5 committee meetings: Investigations/Board meetings/Peer Assessment  
Finances: Statements, Tax returns  
With the Registrar prepare a Winter Newsletter

### **April to end of June:**

Complete Peer Assessment, distribution to assessors, CE recordings, email to absentees, emails to successful candidates, update site etc.  
3 - 4 Committee Meetings: Investigations / Board meetings / Peer Assessment  
Finances: Statements  
With the Registrar prepare a Spring Newsletter

### **July to end of September:**

Clean up – Data system, Peer assessments  
Facility Fees  
Budgeting  
CIHI preparation for Sept 1 and data generation and reports  
News Letter (optional)

### **October to end of December**

Renewal setup  
Process renewals  
Finances: Statements and year-end adjustments  
2 – 4 Committee Meetings: Board / Investigations / Peer Assessment  
With the Registrar prepare a Fall Newsletter

### **Ongoing:**

Website management: Content, Members Lists  
Mail merges  
Jurisprudence Exam  
Initial Registrations (Finances, email lists etc.)