



The Committee Room

Commonsense Governance for NFPs



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Episode 21 Compliance Basics - Committee Calendar Template

The Committee Calendar plots your obligations across the year so you can deal with compliance a bit at a time, rather than in a panic. Mark the month(s) each item falls due. Multi-year items — shown in gold — sit in the Calendar but are only actioned in the relevant year. Assign an Owner to every item and build one or two into each Committee meeting agenda. **NOTE:** these are examples only — you'll need to identify your own Compliance obligations according to what you are and what you do!

ITEM	FREQ	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
LEGISLATION													
Associations Incorporation Act — AGM	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Associations Incorporation Act — Annual Return	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Associations Incorporation Act — Audit / review	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Privacy policy review	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
ACNC Annual Information Statement (if applicable)	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
[Add legislation item]	[Freq]	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
ACTIVITIES													
Insurance — public liability renewal	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fundraising licence — renewal	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Events — permit applications	Per event	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Working with Children Checks — expiry review	5 yearly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
[Add activity item]	[Freq]	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
GOVERNANCE													
Constitution review	3 yearly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Risk Register review	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Strategic Plan review	3 yearly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Operational Plan review	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Compliance Register review	Annual	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
[Add governance item]	[Freq]	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
POLICIES													
Code of Conduct review	3 yearly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Social media policy review	2 yearly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Complaints Handling policy review	2 yearly	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
[Add policy item]	[Freq]	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

