

MFOA TIME LINE MANAGER (last updated May 24, 2011)

January

February

Responsible Person:	Task	Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting	VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Assignor	Notify Executive of anticipated number of new members required to fulfill our commitments the upcoming season	Executive	Plan meeting dates and locations for fall business meetings
Equipment	Conduct a physical count of all equipment in inventory and submit the results to the Executive.	VP Communications	Book proper sized room for fall business meetings
VP Finance	Collect any outstanding accounts	Executive	Review and determine Assignors "pay" for the upcoming season.
VP Finance	Ensure payment of any outstanding invoices or accounts	Timer Assignor	Solicit items of concern from timers that need to be addressed.
Executive	Select a "Contract Committee" that will be in effect for the next 12 months. Recommend President, Assignor and Treasurer.	VP Finance	Prepare year end financial records and statements
Fundraiser	Finalize plans for NFL Wildcard Sunday fundraiser	VP Training	Request mentor volunteers.
VP Training	Schedule dates for FCOCP clinics and arrange for meeting rooms. Order FCOCP manuals	Past President	Identify which positions are up for election and identify capable candidates with the Nominating Committee
VP Training	Order FCOCP manuals and rule books from Football Canada	VP Equipment	Provide Executive an idea of what in stock equipment (including shirts, crests,pins) that may need to be replenished.
VP Training	Commence review of training needs for the upcoming season.	VP Training	Notify members of upcoming clinics. Commence contacting potential recruits.

March

April

Responsible Person:	Task	Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting	VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Communications	Obtain and post year end reports from Executive members at least 7 days before AGM	VP Communications	Review website to ensure all members are listed in their proper FCOCP level and that email, ph numbers and address are current.
VP Communications	Obtain registration forms from Football Manitoba	VP Communications	Decide how many Communicators and approx dates they will be sent out
VP Communications	Notify Football Manitoba of changes to the Executive after the AGM	VP Communications	Ensure all meeting dates for Executive meetings and AGM are posted on the web site.
VP Communications	Update the web site to reflect current (new) Executive.	Evaluation Committee	Select minor officials for CFL games
Executive	Select a Referee in Chief and Chief Evaluator for the upcoming season.	Fundraising	Ensure application is submitted for bingo and attend meeting (app normally submitted at the meeting) If not already done in March
Timer Assignor	Book room for timers annual meeting if deemed necessary.	Executive	Where applicable, all members to submit a list of anticipated expenses for the following 12 months. VP Finance to review all reports and make recommendations in May on our
Past President	Submit names of candidates to membership 5 days prior to the AGM	Timer Assignor	Identify the number of timers needed for the upcoming season and recruit more if required
VP Recruiting	Set up Exam review dates	VP Social	Begin preparation for upcoming social events
Fundraising	Ensure application is submitted for bingo and attend meeting (app normally submitted at the meeting)	VP Training	Run FCOCP Clinics and Training sessions
VP Training	Run FCOCP Clinics and Training sessions	VP Training	Arrange for New Recruit Information Night. Consider dates and needs for the level 1 clinic(s)

May

June

Responsible Person:	Task	Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting	VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Finance	Having reviewed all Executive members anticipated expenses, make recommendations where applicable.	Timer Assignor	Host meeting of timers if needed, otherwise obtain list of availability for the upcoming season.
Timer Assignor	Prepare agenda for timers meeting and send out to timers.	Executive	Determine amount of game fee to be paid to members and timers for the upcoming season.
VP Social	Advise Executive of suggested date for Kick off night	VP Equipment	Contact 2nd year members for jacket size
Evaluation Committee	Select officials to be considered for travel assignments (Jr exchange, CIS regular season, Canada Cup etc)	VP Assignor	When appropriate, commence arranging assignments for the Transcona Tournament.
VP Equipment	In years new rule books are available, order sufficient rules books for each on field member	VP Training	Ensure new members information is forwarded to the equipment manager and updated (or posted) on the web site
Fundraising	Submitt application for 50/50 draws at CFL games and then attend the meeting to obtain dates (of games!)	VP Training	June is the usual time for the main level 1 clinic
Evaluation Committee	Select CIS and Jr panels	VP Communication	Advise Executive which members are having a 5year anniversary and eligible for a certificate.
Evaluation Committee	Select list of game day observers		

July

August

Responsible Person:	Task	Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting	VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Communications	Ensure meeting rooms for the following years Executive meetings January - July are booked.	VP Communications	Submit Football Manitoba registration forms to FM
VP Social	Make recommendation to Executive for location of Pay night (usually mid December) as well as proposed agenda and budget.	VP Communications	Ensure all members have signed and submitted the MFOA Commitment form
VP Communications	Ensure game fee's are updated on the website for members to review.	VP Equipment	Ensure all members have sufficient and proper equipment
VP Equipment	Order new uniform for members as required.		
VP Evaluations	Contact Bisons or Rifles to volunteer services for a scrimmage to get in reps in 7 man coverage		
VP Evaluations	After consultation with the VP Assesment plan what will be presented at the regular fall meetings for training.		

September

Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Social	Advise Executive of date for Pay night
VP Finance	Issue invoices as per agreements to leagues for our services
VP Communications	Confirm all new members have completed the FM Respect in Sports Course
Fundraising	If we are selling Grey Cup Tickets, obtain the licence and commence planning for distribution.
VP Evaluations	Meet to discuss individuals progress and possible playoff assignments.

October

Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
Executive	Consider and discuss the need for a spring banquet.
VP Finance	Prepare aged accounts receivable listings
Evaluation Committee	Provide guidance to the Assignor for playoff assignments.
VP Social	Update Executive on date, time and location for paynight. Also present a proposed budget and agenda.

November

Responsible Person:	Task
VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Communications	Ensure meeting rooms for the following years Executive meetings July - December are booked.
VP Assignor	Notify treasurer of number of games each official/timer has done and the amount of gross pay each official/timer is entitled to.
Fundraising	Notify treasurer of number of events each official has completed (or will complete) in the present calander year.
Timer Assignor	Verify with Assignor number of Assignments for each timer to ensure timely year end payment of fee's to timers.
VP Finance	Issue year end invoices as per contracts.
VP Finance	Prepare tombstone data for members year end expenses
VP Finance	Review cash position
VP Finance	Review term deposits and determine reinvestment needs
VP Equipment	Advise treasurer of deductions from members for equipment issued or purchased from the MFOA during the past tear.
Fundraising	Determine date and location for " NFL wildcard day"

November (cont)

Responsible Person:	Task
VP Evaluations	Convene a meeting of the Evaluation Committee and then prepare year end reports for each member.
Fundraising	Submit names to Treasurer of members who have worked bingos and 50/50 events for the calendar year (including bingo's not completed for December)
Fundraising	Determine date and location for " NFL wildcard day" fundraiser
VP Social	Record in the December Executive minutes who the trophy winners were.

December

VP Communications	Send out minutes of previous months Executive meeting within 14 days of the meeting
VP Finance	Ensure sufficient funds are available for pay night to cover members cheques.
President	Identify time, date and location for Presidents dinner.
Fundraising	Solicit silent auction prizes for NFL Wilcard fundraiser

END

