

## REGIONAL MANAGEMENT BOARD - 14<sup>TH</sup> NOVEMBER 2007 ITEM FOR DECISION

### **WORK PROGRAMME OF ASA SOUTH EAST REGIONAL MANAGEMENT BOARD FOR THE PERIOD OF NOVEMBER 2007 – OCTOBER 2008**

#### **PURPOSE OF REPORT**

To outline the schedule of meetings and work programme of business for the ASA South East Regional Management Board for 2007/08.

#### **RECOMMENDED ACTION**

The Board is requested to accept the recommended work programme of business.

#### **SUPPORTING INFORMATION**

##### 1. Schedule of RMB meetings

- 1.1. The Board agreed the dates of meetings for 2007/08 at the RMB meeting held on 9 October 2007.
- 1.2. The Annual Council Meeting is to be held on Saturday, 6 September 2008 subject to London Region agreeing the date for 2008 ASA Council Meeting.

##### 2. Sub-Regions and Regional Groups

Sub-Regions (SR) and Regional Groups (RG) are to be asked to report to the RMB on performance against Key Performance Indicators (KPIs) and development budget half yearly.

Representative of each Regional Group is to be invited to a Board meeting between January and May 2008 as an opportunity to inform the Board of Group progress.

##### 3. Regional Director's Reports

Regional Director is to produce monthly updates for the Board under the headings of Governance; Education; Development/Swim21; Athlete Development; Workforce Development; Planning; Communication / Marketing; Partnership Working; Lifelong Participation; Monitoring and Evaluation. RD to report to RMB on KPIs at October/November and April/May meetings.

##### 4. ASA SER RMB Work Programme of Business for 2007/08

Ref	<u>Business of RMB meetings</u>	<u>Requirements of SRs and RGs to Board</u>	<u>Date</u>
	<ul style="list-style-type: none"> <li>- Review Annual Gala Dinner/Dance arrangements for 2008</li> <li>- Agree RMB Work Programme of Business for 2007/08</li> <li>- Budget Review to 31 Oct 2007</li> <li>- RD's Report including review of 6 months KPIs</li> </ul>	<ul style="list-style-type: none"> <li>- SRs and RGs to report on KPIs for April to September</li> </ul>	14 November 2007
	<ul style="list-style-type: none"> <li>- Review ACM arrangements</li> <li>- Review Consultation on Strategy 2009-13</li> </ul>		13 December 2007
	<ul style="list-style-type: none"> <li>- Consider income and expenditure for 2008/09</li> </ul>	<ul style="list-style-type: none"> <li>- SRs to produce an action plan for 2008/09</li> <li>- RGs to produce a draft budget &amp; action plan for 2008/09</li> <li> </li> <li>- RG to attend a RMB meeting</li> </ul>	15 January 2008

	<ul style="list-style-type: none"> <li>- Consider KPIs for 2008/09</li> <li>- Agree Budget and Operational Plan for the forthcoming year</li> </ul>	<ul style="list-style-type: none"> <li>- SRs to produce action plans for 2008/09</li> <li>- RGs to produce final budget and Action Plans for 2008/09</li> <li>- RG to attend a RMB meeting</li> </ul>	13 February 2008
	<ul style="list-style-type: none"> <li>- Approve Operational Plan for 2008/09</li> <li>- Approve Regional Strategy for 2009-13</li> </ul>	<ul style="list-style-type: none"> <li>- RG to attend a RMB meeting</li> </ul>	12 March 2008
	<ul style="list-style-type: none"> <li>- Review contracts signed in 2007/08</li> </ul>	<ul style="list-style-type: none"> <li>- RG to attend a RMB meeting</li> </ul>	10 April 2008
	<ul style="list-style-type: none"> <li>- Receive RD's end of year Report</li> </ul>	<ul style="list-style-type: none"> <li>- SRs and RGs to report on KPIs and budget for 2007/08</li> <li>- RG to attend a RMB meeting</li> </ul>	12 May 2008
	<ul style="list-style-type: none"> <li>- Consider draft Annual Report and Accounts for year ending 31 March 2008</li> <li>- Submission of motions to ASA Board</li> </ul>		10 June 2008
	<ul style="list-style-type: none"> <li>- Consider nominations for Vice- President</li> <li>- Accept final version of Annual Report and Accounts for year ending 31 March 2008</li> <li>- Agree affiliation fee for 2009</li> <li>- Finalise ACM agenda</li> <li>- Agree any proposals from the Board for Annual Council Meeting</li> </ul>		9 July 2008
	<ul style="list-style-type: none"> <li>- Receive list of nominations for ACM</li> <li>- Review non-RMB motions for ACM</li> <li>- Review ASA Annual Report and Accounts</li> <li>- Agree lead members for any RMB motions at ACM</li> </ul>	<ul style="list-style-type: none"> <li>-SRs to advise RD on affiliation fee for the forthcoming year</li> </ul>	4 September 2008
	Annual Council Meeting		6 September 2008
	<ul style="list-style-type: none"> <li>- Confirm Group Managers and Board Champions</li> <li>- Appoint Non-Discipline posts*</li> <li>- Make Appointments following ACM</li> <li>- Consider impact of any non-RMB proposals accepted by ACM</li> <li>- RD's Report including review of 6 months KPIs</li> <li>- Budget Review to 31 Oct 2008</li> </ul>	<ul style="list-style-type: none"> <li>-SRs and RGs to report on 6 months KPIs and budget</li> </ul>	13 October 2008

\* Welfare Officer, Volunteer Coordinator, Swim21 Officer,

**EK-C**  
**14.11.07**