

KEY DATES AND DEADLINES

APRIL

- 9 - AGM notice deadline (this must be issued 21 days prior to AGM)
- 30 - AGM deadline

MAY

- Induct new committee members
- Submit list of Officers and Committee members to regions@cibse.org after AGM
- Advise regions@cibse.org of dates for region's annual social function

JUNE

- Regional Liaison Committee and Council meetings

AUGUST

- August closing date for UK-based ACIBSE and MCIBSE applicants

SEPTEMBER

- Submit annual funding form to regions@cibse.org

OCTOBER

- Regional Liaison Committee meeting, Council meeting and President's Awards Dinner

NOVEMBER

- Honorary Treasurer to prepare budget for next year
- Committee to discuss and approve budget

JANUARY

- Finalise regional accounts and submit financial return and bank statements to regions@cibse.org

FEBRUARY

- February closing date for UK-based ACIBSE and MCIBSE applicants
- Decide nominations for new regional committee
- Issue list of Committee nominations and invite nominations from members
- Regional Liaison Committee meeting and Council meeting
- Independent examiner to scrutinise the region's accounts

MARCH

- Approve accounts for submission to region's AGM
- Issue ballot papers if there is an election
- Consider names for awards and membership of Council and submit to Nominations Panel