

2018 COMMUNICATIONS SCHEDULE

Branches

NB: Branch mailing documents on the website (currently <http://www.rscds.org/membership/branch-mailings>) can be viewed by **all** members.

Affiliated Groups

Headquarters members

AGM delegates

Scottish Country Dancer

Additionally, information is regularly made available to members via other pages on the website, www.rscds.org, particularly the News section, and via our Facebook page at: <http://www.facebook.com/RSCDS>.

Schedule

The list on the following page indicates items that we know about at this point in time (January); more items may be added to each mailing as the year's activities progress, and additional ad hoc communications may also occur.

THE RSCDS NEWSLETTER WILL BE DELIVERED EVERY OTHER MONTH TO ALL MEMBERS WHO HAVE REGISTERED TO RECEIVE IT AND WILL INCLUDE HEADQUARTER NEWS/UPDATES AND BRANCH EVENTS

FOR GUIDELINES ON HOW TO SUBMIT A BRANCH EVENT PLEASE GET IN TOUCH WITH MICHAEL GREENWOOD: MIKE.GREENWOOD@RSCDS.ORG

MONTH	DAY	MAILING TO	CONTENTS – HQ MATERIALS
January	31 st	Branch Secretaries	<ul style="list-style-type: none"> ▫ Communications schedule 2018 (<i>i.e. this document</i>) ▫ AGM 2018 schedule of dates & deadlines ▫ Board & Committee meetings schedule 2018 ▫ Note of subscription rates for 2018-19 ▫ Info re Winter, Spring Fling & Summer Schools 2018
January	31 st	Affiliated Groups	<ul style="list-style-type: none"> ▫ Communications schedule 2018 (<i>i.e. this document</i>) ▫ AGM 2017 minutes ▫ Note of subscription rates for 2018-19 ▫ Info re Winter, Spring Fling & Summer Schools 2018
March	9 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ Branch Secretary form ▫ Branch Annual Report form ▫ Notes for Branch Secretaries and Treasurers ▫ Board & Committees update #1 ▫ Reminder re JMMF, app form & procedure
April			<ul style="list-style-type: none"> ▫ <i>Scottish Country Dancer</i>, issue 26
April	27 th	Affiliated Groups	<ul style="list-style-type: none"> ▫ Affiliation renewal + update letter ▫ Summer School 2018 info ▫ AGM/Conference Weekend 2018 info ▫ Board & Committees update #2
April	27 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ AGM/Conference Weekend 2018 info ▫ Info re AGM arrangements for delegates, proxies, elections and voting ▫ Nomination forms for election to management posts
May	4 th	Headquarters Members	<ul style="list-style-type: none"> ▫ HQ membership renewals & info letter (inc elections, products update, Summer School info, AGM/Conf Weekend info)
July	6 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ Trustees' Annual Report & Accounts for 2018-19 ▫ General Fund Budget 2018-19 ▫ Board & Committees update #2
July	6 th	Affiliated Groups	<ul style="list-style-type: none"> ▫ AGM/Conference Weekend Booking Info ▫ Submit content (i.e. photos, summary of activities, etc.) ▫ Spring Fling Wrap-up ▫ New Products ▫ Board & Committees update #2
August	24 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ Draft AGM 2018 Agenda & papers ▫ Scroll nomination form
September	28 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ Profiles of nominees for election ▫ Voting papers ▫ Summer School scholarship application info & form ▫ Specific mailing just on website launch / training sessions / feedback
October			<ul style="list-style-type: none"> ▫ <i>Scottish Country Dancer</i>, issue 27
October	12 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ Final AGM 2018 Agenda & remaining papers ▫ Info on Scots Traditional Music Awards 2018 ▫ Board & Committees update #3
October	26 th	Affiliated Groups	<ul style="list-style-type: none"> ▫ Info on Scots Traditional Music Awards 2018 ▫ Info on Spring Fling, Summer School and Global Youth Week 2019
October	13 th	AGM delegates	<ul style="list-style-type: none"> ▫ Final AGM 2018 Agenda & papers, inc Annual Report and Accounts
December	14 th	Branch Secretaries	<ul style="list-style-type: none"> ▫ AGM 2018 Minutes & Annual Conference reports ▫ Summer School 2019 application info ▫ Spring Fling 2019 application info ▫ Info & guidelines re Management Board contacts ▫ Board & Committees update #4
December	14 th	Affiliated Groups	<ul style="list-style-type: none"> ▫ Info re Winter, Spring Fling & Summer Schools 2019