

Events, Membership & Community Committee — Quarterly Deliverables

Quarter	Timing	Committee Deliverables	Key Deadline / Decision	Outcome for Staff & Volunteers
Q4	October–December	- Review the season: what worked, what did not, participation, volunteer capacity and workload - Review member/participant feedback - Recommend which events/programs continue, change or stop - Establish the DRAFT May–October event and programming calendar - Identify the major annual fundraising event - Kids camp dates and social programming ideas (other clinics for adults?) - Identify membership and engagement priorities for the coming year - Figure out other events happening and possible conflicts (Slacker running race, Schach Therapy, etc)	Draft annual calendar and programming direction by December 15	Everyone enters the new year knowing what GCC intends to deliver and what volunteer capacity will be needed.
Q1	January–March	- Finalize the annual event/program calendar - Confirm a lead or champion for each event/program - Confirm basic event format, intended audience and scope - Identify volunteer roles and approximate numbers required NEW - Discuss Volunteer tracking plans/thankyous? This has been poor the past 2 years - Confirm likely community/program partners - Identify clinic/program leaders - Establish registration and communications timelines - Flag permits, insurance, timing, equipment or other major logistical needs	Final calendar by February 15; major-event direction at least 90 days before delivery small event direction at least 3 weeks before delivery	Staff and volunteer leads have enough lead time to book, recruit, communicate, permit and prepare
Q2	April–June	- Confirm final details for May–July programming CONFIRM Volunteer tracking plans/thankyous - Launch the group ride (Spring, Fall, all summer?) - Confirm summer/fall event direction before staff or volunteer leads need to act - Early season participation?	Registration/promotion direction at least 60 days before major events; volunteer plan at least 30 days before	Early-season events run smoothly while August–October programming is already being prepared.
Q3	July–September	- Finalize August–October programming - Maintain volunteer coverage and identify gaps - Gather participant, volunteer and member feedback - Questions for annual membership survey? - Track obvious changes to carry into next season - Begin event/program evaluation while details are fresh - Identify events or initiatives that should be reconsidered for next year	No major event changes inside two weeks except for safety, permitting, weather/wildfire or other unavoidable reasons	Peak-season delivery is supported without unnecessary last-minute changes, and next year's planning starts before the season is forgotten.

Committee Operating Principle

The Committee is responsible for providing timely programming direction and helping establish the volunteer leadership needed to deliver GCC activities. Staff and volunteers carry out administration and implementation according to their assigned roles. Events or initiatives that are not planned well enough in advance may be deferred or cancelled.