

Things to remember

March & April

Council management diary

- ◆ Advertise in Parish Newsletter that Council is recruiting in your Parish and advertise contact details for anyone interested.
- ◆ March - Discuss and agree George Marriot donation to Province.
- ◆ March - Plan schools/parish program for Easter competitions.
- ◆ March - Completed FA5 form and send to Province and HO.
- ◆ April - Plan and advise M&D installation of officers 2023.
- ◆ March/April Plan and organise parish recruitment program.
- ◆ Complete FA1 SWC1 forms for Province & HO
- ◆ March - Collect annual levies & raise Special Needs forms
- ◆ April - follow-up on annual levies and prepare SWC4a forms
- ◆ Collect school competition entries/ Judge winners and send to Province to enable entries to be submitted for National prizes.
- ◆ March & April prepare council minutes and distribute to all council members and Housebound/Care home brothers within 15-days of Council meetings.
- ◆ March—distribute Roundabout and Columba magazines to all brothers, widows and housebound.
- ◆ March/April - let brothers know about the weekly ZOOM access codes for the Home Rosary Mondays to Fridays at 1.30pm
- ◆ GK ensure contact all brothers to attend monthly meetings, book you TEAMS slots well in advance.
- ◆ March/April debate and plan your local council community action program and fundraising events.
- ◆ April - Send in to Roundabout editor your Prayer list requests and literary contribution entries by 15th April.
- ◆ GK to remind Council Brothers to submit written reports before your council meetings. Minute debated items regularly.
- ◆ GK to ensure brothers know their TEAMS access details for on-line meetings.

**REMEMBER most of the work is done between council meetings,
by phone and emails between council members and the housebound.**

REMEMBER— ACTION is the ENGINE of your COUNCIL