

Plan the annual general meeting and prepare the needed documents

The annual report, financial statement and meeting invitation needs to be ready four weeks ahead of the meeting

Talk to the election committee ahead of the annual general meeting

Which members will stay on the board? What does the organization need for the following year?

Member and volunteer care

Perhaps a kick off or a day of activities?

Start of the semester

Recruit new members and volunteers for your activities

Tax statement

To be sent in to the Swedish Tax Agency on the first of August at the latest. You can apply to be excused from this for a 5 year period. Read more on the Swedish Tax Agency website

Full-year follow up

Make sure that the activity reports from the semester's activities are filled in and sent in

Start of the semester

Recruit new members and volunteers for your activities

Annual general meeting

To be held on the last of February at the latest

Constitutive board meeting

Elect authorized signatories and distribute roles within the board

Board kickoff

Get to know each other within the board!

Last day to send in motions for the national general meeting

Courses

Complete courses through Learnster. Keep an eye out for the board training course held by the staff

Member and volunteer care

Perhaps an activity to close the semester?

National general meeting

Half-year follow up

Make sure that the activity reports from the semester's activities are filled in and sent in

