

**Plan and prepare documents for the association's annual meeting**

Annual report, financial statement and invitation should be ready three weeks before

**Full-year follow-up**  
Sent to staff

**Start of term**  
Recruit new volunteers and organize training sessions

**Annual general meeting**  
No later than last February  
Submit contact and bank form to staff

**Board training or board kick-off**

**Operational plan and budget**

**Deadline for motions for the National Annual Meeting**

**Member recruitment drive**  
Together we recruit members across the country

**Member care**  
Plan a wrap-up meeting for all activity groups

**National Annual Meeting**

**Filing a tax return**  
By 1 July, the tax return must be submitted to the Swedish Tax Agency.

## A year for the board

**Ongoing during the year**

- Hold at least 4 minuted board meetings
- Support organisers and volunteers
- Work with member care
- Apply for external funding
- Keep in touch with staff

**Talk to the nomination committee before your association's annual meeting**

**Remember member care**  
Plan a kick-off or an team building day

**Start of term**  
Recruit new volunteers and organize training sessions