**SAMPLE ANNUAL CALENDAR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Body** | (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (1) | (2) | (3) | **Notes** |
| MSA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | * MSA meets quarterly
* Regular business at quarterly meetings
* MSA AGM see below
 |
| MEETS 1 X QUARTER | MEETS 1 X QUARTER | MEETS 1 X QUARTER | MEETS 1 X QUARTER | MEETS 1 X QUARTER |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Working Group | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | * Working Group meets monthly
* Regular business at Working Group meetings
 |
| Directors of Society |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | * Directors of Physician Society meet as required or potentially once a quarter
* Directors’ meetings can be held after one of the monthly Working Group meetings or at another time
* One meeting a year should be designated as a pre-AGM meeting for the following business:
	+ Review and approve financial statements
	+ Review and approve annual report
	+ Prepare for director elections, if applicable
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| AS REQUIRED OR 1 X QUARTER | AS REQUIRED OR 1 X QUARTER | AS REQUIRED OR 1 X QUARTER | AS REQUIRED OR 1 X QUARTER | AS REQUIRED OR 1 X QUARTER |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual General Meetings (MSA and Society) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | * Coordinate MSA AGM and Society AGM – same day
* Society AGM does not need to be held in the calendar year in which it is incorporated
* Thereafter Society AGM must be held once each calendar year (within 6 months of financial year end)
* Regular business at Society AGM:
	+ Appoint/elect directors
	+ Present financial statements
	+ Present annual report
	+ Report on any special milestone progress on physician engagement initiatives (e.g., Working Group) and/or at MSA AGM
 |
| ONCE A YEAR |
|  |  |  |