PROJECT PLAN - BOARD VACANCIES

TASKS/EVENTS	Oct				Nov				Dec				
	w/c 8 Oct	w/c 15 Oct	w/c 22 Oct	w/c 29 Oct	w/c 5 Nov	w/c 12 Nov	w/c 19 Nov	w/c 26 Nov	w/c 3 Dec	w/c 10 Dec	w/c 17 Dec	w/c 24 Dec	w/c 31 Dec
Create ballot paper													
Meetings etrinsic	11-Oct												
Meeting Vine Community Centre		15-Oct											
CEX & Chair Update	12-Oct												
Project Costs - etrinsic													
PR exercise - posters & leaflets etc													
Consultation - promote via Community Centres etc													
Tenants Conference - Stand													
Casual Board Vacancy													
Meet with Prospective candidates													
Postal Ballot													
Announce the Result - TLC													
Appointment to be Ratified @ Board													
Tenant Board Member Elections													
Book Venue - consultation with Tenants													
Adverts in publications, internet etc													
Attend Meetings with Community Groups													
Manage Expressions of interest													
Prepare Candidates Statements													
Prepare Ballot Paper information													
Postal Ballot													
Notify Candidates													
Announce the Result - TLC													
Independent Board Member Vacancy													
Board to determine remit & composition of Panel													
Adverts in publications, internet etc													
Manage Expressions of interest													
Prepare & Issue Pack - Application Form etc													
Application Closing Date													
Form Selection Panel													
Book venue for Panel Meeting													
Shortlisting by CEX, Coy Sec & Panel													
Arrange Appointments													
Selection Panel Meeting													
Prepare Interview Questions & scoring sheets													
Notify Candidates													
Appointments - AGM													

Jan				Feb				Mar				
w/c 7 Jan	w/c 14 Jan	w/c 21 Jan	w/c 28 Jan	w/c 4 Feb	w/c 11 Feb	w/c 18 Feb	w/c 25 Feb	w/c 3 Mar	w/c 10 Mar	w/c 17 Mar	w/c 24 Mar	w/c 31 Mar

Apr				May				June					July			
w/c 7 Apr	w/c 14 Apr	w/c 21 Apr	w/c 28 Apr	w/c 5 May	w/c 12 May	w/c 19 May	w/c 26 May	w/c 2 Jun	w/c 9 Jun	w/c 16 Jun	w/c 23 Jun	w/c 30 Jun	w/c 7 Jul	w/c 14 Jul	w/c 21 Jul	w/c 28 Jul