|  |  |  |
| --- | --- | --- |
| Set the scene and objectives for the business planning day.What is business planning /why bother? | Julia | 1.00 pm – 1.15pm |
| President Achievements & Strategic Goals for 2018 – 2020. | 1.15 p.m. – 1.35 p.m. |
| Trustee training Programme | Jane | 1.35 p.m. – 1.45p.m |
| Leads feedback on 2017 business plans – Assessing Performance |
| Review 2016 – 2017 Business plan and present evidence of achievements.1. What has gone well? 2. What has not gone so well? 3. What could be done differently?

Outline 4 goals for business plan 2018 – 2019 (Workshop later to clarify & capture SMART objectives |
| Education  | Jan | 1.45 p.m – 2.15p.m. |
| COG | Sue | 2.00 p.m – 2.15 p.m. |
| IJUN / Newsletter | Rachel | 2.15 pm. – 2.30 p.m. |
| Membership | Lucy | 2.30 pm – 2.50 p.m. |
| **Tea/Coffee** |  | **2.50 pm – 3.15 pm** |
| Treasurer | Theresa | 3.15 p.m. – 3.30 p.m. |
| Communications Strategy (Secretary) / Social media / website | Emma / Jane | 3.30 pm – 4.00 p.m. |
| Risk Register | Theresa / Julia | 4.00 p.m – 4.30 p.m. |
| Bringing the Goals to Life – Workshop groups on who, how, when, budget requirements and key actions for each key goal | All | 4.30 pm – 5.45 pm |
| Wrap Up and Next Steps | Julia | 5.45 pm – 6.00 pm. |
|  |  |  |