**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 |
| 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 | | |
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