

Waikato Rugby Board and Committee - Annual Work Plan – 2024/25

** Note: Sub-committee meeting times/dates can be adjusted as required

Month	Activity	Responsibility
January 2024	Nil	
February 2024	CRC Meeting - Season Preparation (Third Wednesday in February) – 6pm, February 21st, 2024	CRC
	Board and SLG - Strategy and Planning - 12pm, February 28th, 2024	Board and SLG + Independent (If required)
	Full Board Meeting (Fourth Wednesday in February) 6pm, February 28th, 2024	Chair and CEO
	▪ Presentation – Commercial and Marcomms Plans	Commercial Manager and Marcomms Manager
	▪ Board Representative to Appointments Committee elected	Board
	▪ Policy and Procedure review – TBA	TBA
	▪ Sub-Committee ToR review – TBA	TBA
	▪ Annual Report preparation	Chair and CEO
	▪ Director Nomination assessment	Appointments Committee
March 2024	Commercial Committee Meeting (First Tuesday in March) - 3pm, March 5th, 2024	Commercial
	HP Committee Meeting (Second Tuesday in March) - 3pm, March 12th, 2024	HP
	FAR Committee Meeting (Third Tuesday in March) - 3pm, March 19th, 2024	FAR
	▪ 2023 Audited Financial Accounts presented for approval	FAR and Financial Controller
	HR/REM Committee Meeting (Fourth Tuesday in March) - 3pm, March 26th, 2024	HR/REM
	WRU AGM (Last Wednesday in March) – 7pm, March 27th, 2024	Chair and CEO
	▪ Life Membership election (If required)	Chair and CEO
	▪ Director election(s)	Chair and CEO
	▪ Vice-President election (If required)	Chair and CEO
	▪ 2023 Annual Report presentation	Chair and CEO
	▪ 2024 Strategic Plan presentation	Chair and CEO
April 2024	HR/Rem Meeting (Second Tuesday in April) - 3pm, April 9th, 2024	CEO and HR/Rem
	Full Board Meeting (Third Tuesday in April) - 6pm, April 16th, 2024	Chair and CEO
	▪ Chair and Deputy Chair elected	Board
	▪ Board Sub-Committees and Chairs selected	Board
	▪ Policy and Procedure review – TBA	TBA
	▪ Sub-Committee ToR review – TBA	TBA
	▪ NZR PU Nominated Director vote (NZR AGM)	Board
	NZMRB AGM – April XX, 2024	Chair and CEO
	NZR AGM – April XX, 2024	Chair and CEO
May 2024	Commercial Committee Meeting (First Tuesday in May) - 3pm, May 7th, 2024	Commercial
	HP Committee Meeting (Second Tuesday in May) - 3pm, May 14th, 2024	HP
	FAR Committee Meeting (Third Tuesday in May) - 3pm, May 21st, 2024	FAR
	HR/REM Committee Meeting (Fourth Tuesday in May) - 3pm, May 28th, 2024	HR/REM
	On-boarding - Director Inductions	Chair and CEO
	Submit Strategic Pay review data	HR/Rem and CEO
June 2024	CRC Meeting – Mid-year review (Second Wednesday in June) – 6pm, June 12th, 2024	CRC
	Full Board Meeting (Third Tuesday in June) – 6pm, June 18th, 2024	Chair and CEO
	▪ Mid-year Strategic Plan and Operational Plan update	CEO

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	<ul style="list-style-type: none"> Presentation - High-Performance Plan update 	Director of Rugby
	<ul style="list-style-type: none"> Policy and Procedure review – TBA 	TBA
	<ul style="list-style-type: none"> Sub-Committee ToR review – TBA 	TBA
July 2024	Commercial Committee Meeting (First Tuesday in July) - 3pm, July 2nd, 2024	Commercial
	HP Committee Meeting (Second Tuesday in July) - 3pm, July 9th, 2024	HP
	FAR Committee Meeting (Third Tuesday in July) - 3pm, July 16th, 2024	FAR
	HR/REM Committee Meeting (Fourth Tuesday in July) - 3pm, July 23rd, 2024	HR/REM
	Complete Board Performance Review	Chair + Independent
August 2024	Full Board Meeting (Third Tuesday in August) – August 20th, 2024	Chair and CEO
	<ul style="list-style-type: none"> Board Performance Review outcomes and Governance Stocktake 	HR/Rem
	<ul style="list-style-type: none"> 2025 Director appointment planning 	HR/Rem
	<ul style="list-style-type: none"> Policy and Procedure review – TBA 	TBA
	<ul style="list-style-type: none"> Sub-Committee ToR review – TBA 	TBA
September 2024	Commercial Committee Meeting (First Tuesday in September) - 3pm, September 3rd, 2024	Commercial
	HP Committee Meeting (Second Tuesday in September) - 3pm, September 10th, 2024	HP
	FAR Committee Meeting (Third Tuesday in September) - 3pm, September 17th, 2024	FAR
	HR/REM Committee Meeting (Fourth Tuesday in September) - 3pm, September 24th, 2024	HR/REM
	SLG Operational and SAF planning	CEO and SLG
	CRC Club Member election (If required)	Participation and Development Manager
October 2024	HR/Rem Meeting (Second Tuesday in October) - 3pm, October 8th, 2024	CEO and HR/Rem
	CRC Meeting – Review/2025 Plan (Third Wednesday in October) – 6pm, October 16th, 2024	CRC
	Full Board Meeting (Last Tuesday in October) – 6pm, October 29th, 2024	Chair and CEO
	<ul style="list-style-type: none"> Presentation - Participation and Development 	Participation and Development Manager
	<ul style="list-style-type: none"> Presentation - Waikato Community Rugby Fund 	CEO and Momentum Foundation
	<ul style="list-style-type: none"> 2025 Strategy update (If required) 	CEO
	<ul style="list-style-type: none"> Draft 2025 Budget presented 	FAR and Financial Controller
	<ul style="list-style-type: none"> Draft 2025 Operational and SAF Plan presented 	CEO
	<ul style="list-style-type: none"> NZR Appointments Committee vote 	Board
	<ul style="list-style-type: none"> Policy and Procedure review – TBA 	TBA
	<ul style="list-style-type: none"> Sub-Committee ToR review – TBA 	TBA
	Appointments Committee - Club nominations sought (3)	HR/Rem and CEO
	Life Membership nominations sought	CEO
	HP - Post-Season Reviews (FPC, NPC, HP Development)	HP, CEO and Director of Rugby
November 2024	Commercial Committee Meeting (First Tuesday in November) - 3pm, November 5th, 2024	Commercial
	HP Committee Meeting (Second Tuesday in November) - 3pm, November 12th, 2024	HP
	<ul style="list-style-type: none"> Post NPC and FPC campaign reviews (Conducted prior to above meeting) 	HP/DoR/CEO
	<ul style="list-style-type: none"> NPC and FPC Head-Coach Report(s) 	HP/DoR
	FAR Committee Meeting (Third Tuesday in November - 3pm, November 19th, 2024	FAR
	<ul style="list-style-type: none"> 2025 Budget review and update 	FAR
	<ul style="list-style-type: none"> Staff performance and remuneration reviews 	CEO
	<ul style="list-style-type: none"> CEO performance and remuneration review 	HR/Rem

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	HR/REM Committee Meeting (Fourth Tuesday in November) - 3pm, November 26th, 2024	HR/REM
December 2024	Full Board Meeting (Second Tuesday in December) – 6pm, December 10th, 2024	Chair and CEO
	▪ 2025 Budget approval	FAR and Financial Controller
	▪ 2025 Operational and SAF Plan approval	CEO
	▪ 2025 Board Annual Work Plan approval	CEO
	▪ Appointments Committee - Club nomination confirmation (3)	HR/Rem and CEO (Chairs Meeting)
	▪ Life Membership Nomination Confirmation – Chairs and Life Members	CEO (Chairs Meeting)
January 2025	Nil	
February 2025	CRC Meeting - Season Preparation (Third Wednesday in February) – 6pm, February 19th, 2025	CRC
	Board and SLG - Strategy and Planning - 12pm, TBC March, 2024	Board and SLG + Independent (If required)
	Full Board Meeting (Fourth Tuesday in February) 6pm, February 25th, 2025	Chair and CEO
	▪ Presentation – Commercial and Marcomms Plans	Commercial Manager and Marcomms Manager
	▪ Board Representative to Appointments Committee elected	Board
	▪ Policy and Procedure review – TBA	TBA
	▪ Sub-Committee ToR review – TBA	TBA
	▪ Annual Report preparation	Chair and CEO
	▪ Director Nomination assessment	Appointments Committee
March 2025	Commercial Committee Meeting (First Tuesday in March) - 3pm, March 4th, 2025	Commercial
	HP Committee Meeting (Second Tuesday in March) - 3pm, March 11th, 2025	HP
	FAR Committee Meeting (Third Tuesday in March) - 3pm, March 18th, 2025	FAR
	▪ 2024 Audited Financial Accounts presented for approval	FAR and Financial Controller
	HR/REM Committee Meeting (Fourth Tuesday in March) - 3pm, March 25th, 2025	HR/REM
	WRU AGM (Last Wednesday in March) – 7pm, March 26th, 2025	Chair and CEO
	▪ Life Membership election (If required)	Chair and CEO
	▪ Director election(s)	Chair and CEO
	▪ Vice-President election (If required)	Chair and CEO
	▪ 2023 Annual Report presentation	Chair and CEO
	▪ 2024 Strategic Plan presentation	Chair and CEO