

MAC Charter Council

Governance, Finance &
Fundraising Committee

Project Plan

Governance



Finance



Fundraising



Due Date: Wednesday, 3 August 2022

Finalise. Script

Confirm
shooting
schedule

Video
Production

Editing

Submission

Comments

Approval

Activity	Responsibility	Due Date	Status	Comments
Introductory Meeting	All	18 July 2022	Complete	Tebogo, Trish and Angelo attended. Colleagues not in attendance submitted apologies
Source Quotes for Golf Day	Trish	24 August 2022	Pending	N/A
Review Quotes – Decide on recommended venue	All	15 September 2022	Pending	N/A
Submit list of recommended guests to Tebogo	All	20 September 2022	Pending	N/A
Submit Golf Day recommendation with dates and costs	Tebogo	22 September 2022	Pending	N/A
Second Status Meeting Invitation to discuss further plans after Golf Day	Tebogo	30 September 2022	Pending	N/A
Review recommendation and approval	Angelo	6 October 2022	Pending	N/A
Distribute Invitations to Golf Day	Tebogo	30 October 2022	Pending	N/A
Third Meeting Invitation Distribution	Tebogo	30 October 2022	Pending	N/A