

	Item	Person-in-charge	Deadline
First Term	1. Submit <i>Committee Member List</i> I hardcopy to ECA Mistress I softcopy uploaded to Q Drive	à Chairmen à Chief Teacher Advisors	24 Sep 2015
	2. Submit <i>Year Plan</i> I hardcopy to ECA Mistress I softcopy uploaded to Q Drive	à Chairmen à Chief Teacher Advisors	6 Oct 2015
	3. Recruitment Days (7 – 9 Oct 2015) I Membership fees should be collected and kept by Chief Teacher Advisors		
	4. Submit <i>Member List</i> I hardcopy to ECA Mistress I softcopy uploaded to Q Drive	à Chairmen à Chief Teacher Advisors	14 Oct 2015
	5. Hold 1 st General Member Meeting (by the end of Oct 2015)		
	6. Organise at least 1 activity		
	7. Hold at least 2 committee meetings (Sep – Dec 2015) I Teacher Advisors should be present in the first meeting		
Second Term	8. Submit <i>Mid-year Club Report</i> I hardcopy to ECA Mistress	à Chairmen	18 Jan 2016
	9. Hold 2 nd General Member Meeting (by the end of Mar 2016)		
	10. Organise at least 1-2 activities, depending on the number of activities held in the first term		
	11. Hold at least 2 committee meetings (Jan – May 2016) I Teacher Advisors should be present in the first meeting		
	12. Submit <i>Post-Exam Form</i> I hardcopy to ECA Mistress	à Chairmen	18 Apr 2016
	13. Submit <i>New Chairman Nomination Form</i> I hardcopy to ECA Mistress	à Chairmen	29 Apr 2016
	14. Submit <i>Annual Club Report</i> I hardcopy to Chief Teacher Advisors I softcopy uploaded to Q Drive	à Chairmen à Chief Teacher Advisors	25 May 2016
	15. Submit <i>Merit and Expulsion Form</i> I hardcopy to ECA Mistress	à Chairmen	25 May 2016
	16. Submit <i>Annual Club Report and Club Evaluation Form</i> I hardcopy to Coordinators of the ECA Section	à Chief Teacher Advisors	30 May 2016
	17. Organise at least 1 post-exam activity (21 Jun – 8 Jul 2016)		