

* Revised 1/10/2021

RV Club President's Duties

Prepare agendas and preside over meetings November through March:

Member meetings (first Thursday of the month) 4:30 p.m. – 7:30; Do not use kitchen counter for food (can't do 2 lines). Set up and use tables both sides.

Executive committee meetings (Tuesday before 4th Wednesday) 9 a.m. – noon.

Email reminders to members (use bcc so email addresses don't show) 3 days prior for meetings & happy hours (4th Wednesday 4:30 p.m. – 7:30)

Yearly schedule:

In October – November sign up for meeting rooms for the following year. Get forms from Room Reservations in Activities. Take room reservation confirmation sheet to meetings in case of conflict.

1. Meeting on first Thursday NC2 Main and kitchen – 4 p.m. to 8 p.m.
2. Executive Committee meeting NC2 music room Tuesday before 4th Wednesday – 9 a.m. – noon.
3. Happy Hour 4th Wednesday NC2 main (not kitchen) – 4:30 – 7:30
4. *Post & Communicate any changes in meeting guidelines to club membership. (Ex. Covid)

November – sometimes there is a Carnival with a mini golf putting hole. Vern Alvis has props.

December – Decorated Golf Cart parade

January –

1. Ask for Nominating committee volunteers
2. Ask for Club fair volunteers 2 persons for each 1 hour time slot
3. Sign up in activities for 2 tables for the Club fair.
4. Day of fair is first come first serve try to select 2 tables toward center of performing arts center. Take rally boards, membership forms, wear name badges.

February –

1. Members nominated for club officers are announced.
2. Ask for nominations from the floor. Thank you to nomination committee.
3. If Club skits are being held in March, ask if anyone wants to do one.

March –

1. Budget approval
2. Audit financials
3. Elect officers, thank outgoing officers
4. New officer form to activities
5. Pizza and salad party at happy hour paid for by club.

April – Treasurer to provide Annual Accounting Report to HTCA accounting department with final bank statement.