

Operating Guidelines President

1. Preside at all general, board, and special meetings.
2. Maintain a key for the meeting hall front door.
3. Sign checks drawn on treasury. Checks must be signed by at least two officers; one of the two signatures must be either the President or the Treasurer.
4. At the January board meeting, set the operating budget for the year.
5. Prepare “President’s Message” each month for the *Ah-oo-ga*. Message should be ready and emailed to editor by the deadline for submissions.
6. At each general meeting, ask for the treasurer and all pertinent committee reports.
7. At the January general meeting, accept volunteers or appoint chairpersons for all positions outlined in guidelines.
8. Order and secure the trophy for the preceding year’s President and present at the Anniversary Dinner.
 - A. The past President is responsible for ordering, securing, and presenting trophies at the Anniversary Dinner for past Vice President, past Secretary, and past Treasurer.
1. At the October board meeting, remind the board of their responsibility to prepare turkeys and hams for the December Christmas party and support the party chairperson with labor and supplies as needed.
2. At the November board meeting, review “Rookie-of-the-Year” award candidates.
3. At the November general meeting and December board meeting, remind board members they are responsible to supply and serve refreshments at the January general meeting. Spouses are responsible for setting up, taking down and storing chairs and tables.
4. In January, arrange that all officers, board members, and committee chairpersons receive a copy of the operating guidelines for their duties and their yearly budget (if applicable).
5. Appoint audit committee to perform the required annual (and any special) audit of the Club’s financial records as specified in the Audit Procedures Guidelines.
6. Responsible for storing the Club’s charters and other important documents:
 - Original Charter, dated May 15, 1959
 - Twenty-five year, 35 year, and 40 year certificates
 - Club photo of cars at the State Capitol, dated