

Operating Guidelines Board Members

1. Attend all general, board, and special meetings.
 2. Mix with new members and visitors at meetings and outings to make them feel welcome.
 3. Supply and serve refreshments at January general meeting. Board members and their spouses are also responsible for setting up and storing the chairs and tables after the meeting.
 4. Arrange for the Club's financial records to be audited at least annually and whenever a new Treasurer is appointed. The annual audit should be performed within the first quarter of each year.
 5. Help the Christmas party chairperson prepare the Christmas party (held in lieu of the December general meeting). The chairperson will oversee the planning of the party; Board members will be the work force to make the party successful. Planning should start in October with the President asking for volunteers among the Board members to provide and prepare turkeys and hams; the President will also check with the chairperson at this time to see with which of the following tasks the Board's assistance will be needed:
 - A. Arrange for Santa.
 - B. Stuff stockings for Santa to give to the kids.
 - C. Coordinate potluck dinner.
 - D. Arrange for Christmas tree and decorations.
 - E. Arrange for table decorations.
 - F. Purchase candy canes for Santa to hand out to kids.
- A budget has been established for the Christmas party: check with the Treasurer for the allocated funds. The large clubhouse needs to be reserved with the Carmichael Park District early in the year.
1. Help with December potluck Board meeting. This Board meeting, held at the home of a volunteer club member for both the outgoing and incoming Board, includes a potluck provided by the old and new Board members. The host is responsible for arranging the potluck. In addition to providing potluck dishes, Board members can lend assistance to the host in any areas, if needed. Check with the Treasurer for the amount budgeted to assist the host.
 2. Contact the club President for assistance with any questions not answered in this guideline.