

Corvettes of Fresno Annual Calendar

January	
	Follow –up Sign Up Sheets for Runs, raffles, etc. - Responsibility: Events
	Update New Membership Directory Distribution - Responsibility: Membership
	Present to General Membership CoF Budget for Year - Responsibility: President & Treasurer
February	
	PO Box Rental – Responsibility: Treasurer
	Extend Web Host and Domain Name Agreement as required - Responsibility: Webmaster
	General Membership Vote to Adopt CoF Budget - Responsibility: President
March	
	Submit Names of Charities - Responsibility: Events
	California Tax Non-Profit Filing Fee - Responsibility: Treasurer (Joan to check)
April	
	General Membership to Vote on Charities - Responsibility: Events
May	
	Perform Treasury Audit
	Pay State & Federal by May 15th Non-Profit Tax - Responsibility: Treasurer (Joan to check)
June	
July	
	Membership Directory Update as required - Responsibility: Membership
August	
	Notify General Membership Dues are due at the September General Meeting
	Responsibility: Newsletter/Membership
	Announce Officers will be nominated in September - Responsibility: Newsletter/President
September	
	Nominations of Officers by the Board - Responsibility: President/Board
	Renew/Review Newsletter Ads for Following Year - Responsibility: Newsletter
	Renew/Review Website Ads (year) - Responsibility: Webmaster
	Collect General Membership Dues by Sept General Meeting - Responsibility: Membership
October	
	Board Approval Tahoe Tour Chairperson for New Year - Responsibility: Events
	State of California Non-Profit Fee – Responsibility: Treasurer (Joan to check)
	Elections of Officers - Responsibility: President
	Select Chairperson for Next Year’s Christmas Party - Responsibility: Events
	Mail Membership Directory Update Sheet & Update Directory - Responsibility: Membership
	Plant/Flower Review Cost for November Budget – Responsibility: Secretary/Treasurer
	Prepare Budget for November Board Meeting Review – Responsibility: Treasurer
November	
	Pay NCCC Dues - Responsibility: Treasurer/Governor
	Determination by Board the amount to be Donated to Charity - Responsibility: Treasurer/Board
	Board Review Club Budget for Next Year - Responsibility: President/Board
	Club Officer Job Description to New Board Members - Responsibility: President
	Distribute New Membership Directory - Responsibility: Membership
	Follow up on Signup Sheets for runs, raffles, etc. - Responsibility: Events
December	
	Pay Amount Donated to Charity - Responsibility: Treasurer