

SCOV Prepare and Share Dinner Club

Officer Duties

All officers of the Prepare and Share Dining Club are member of the Board of Directors. The Board plans the Club events and the officers volunteer to take responsibility for a specific event (Kick-off dinner, February luncheon and End-of-Season dinner).

Elections are held at the End-of-Season dinner. In April the new Board members meet with the previous Board members to ensure an orderly transition of duties and files.

DUTIES

President

1. Conduct regular meetings of the Board and publish an agenda in advance of the meetings.
2. Preside at the club's General Meetings (Kick-off dinner, February luncheon and End-of-Season dinner).
3. Convey information to the Secretary so it can be included in the monthly Tipster article.
4. Attend the SCOV Presidents' Meeting in January and provide any documents required by SCOV.
5. Reserve SCOV rooms for club events.
6. Keep a roster of membership.

Vice-President

1. Aid the President and preside at meetings if the President is absent.
2. Organize a booth for the annual SCOV Club Fair.
3. Solicit volunteers for any Club Board positions that need to be filled.

Secretary

1. Keep minutes of meetings and send minutes to Board members.
2. Submit monthly Tipster articles
3. Send a request to membership for volunteers to fill any officer positions that will be vacated.
4. Send any other notices to the membership that may be needed.

Treasurer

1. Receive checks for events.
2. Receive membership dues.
3. Make payments as necessary for events and supplies.
4. Keep financial records.
5. Prepare regular financial statements for the Board.

Scheduling Secretary/Committee

1. Design a form to collect information from members regarding their ability to attend and host each month.
2. Assign members as hosts and attendees for the monthly themed dinners to create a good mix of people throughout the year.
3. Send email notifications to the hosts and guests in advance of each monthly dinner (dinners are typically held in DEC, JAN, FEB & MAR).
4. Make any necessary changes to the assignments to accommodate cancellations or new members.