

- Auditor
 - Examine the records of Treasure and certify their correctness
 - Conduct quarterly audits
 - Give a report to the General Membership at the end of each fiscal year
 - Verify that all tax forms have been filed
- Parliamentarian
 - Ensure board meetings are conducted in a fair and orderly fashion
 - Be the Chairperson of the nominating committee
 - Plan the In & Out dinner and invite the past Presidents
- Activities
 - Recruit members to plan or organize activities of interest for the members
 - Assist recruits with sign up sheets and information for the newsletter
 - Help volunteers with income & Expense report
 - Assist with subsidized events for the members
- Book Club
 - Organize Book Club activities
 - Prepare sign-up sheet for members
 - Contact venue with date, time and head count
 - Send email reminder before schedule meeting
- Bowling
 - Organize Bowling activities
 - Prepare sign-up sheet for members
 - Contact venue with date, time and head count
 - Send email reminder before Bowling event
- Calendar
 - Track schedule event to avoid conflicts
 - Provide information for the newsletter received from Chairperson of all activities
 - Email 2-month calendar to Board
 - Email newsletter & calendar to Newsletter Distribution Chairperson
- Crafts
 - Plan and organizes a monthly craft activity
 - Provide craft information to Newsletter
 - Determine craft and Locations for each month
 - Bring samples to display at activities table
 - Prepare sign-up sheet for members
 - Send email reminder before craft event
 - Report on your craft events at monthly board meeting
- Database
 - Maintain Access membership database
 - Print membership directory and addendums
 - Send monthly birthday list to Newsletter Editor