

- Greeters/Hosts
  - Greet guests and speakers
  - Check in members and collect general meeting fee
  - Submit an attendee fee report to Treasurer along with meeting funds
  - Submit a Petty cash income report to Treasurer
- Historian/Photographer
  - Provide a pictorial history of club events
  - Take pictures at special meetings, st special programs, and of new members
- Let s Eat Out
  - Plan & organize a monthly outing, except for December
  - Prepare sign-up sheet for members
  - Provide information to Club Newsletter
- Lunch Bunch
  - Plan & organize a monthly outing, except for December
  - Prepare sign-up sheet for members
  - Provide information to Club Newsletter
- Membership
  - Attend General meeting to answer questions regarding membership, dues, keeping track of who s paid
  - Submit monies collected to Treasurer
  - Provide badges for new members
- Newsletter Editor
  - Compile & publish a monthly newsletter of activities, announcements and activities
- Newsletter Distribution
  - Mail and /or email monthly newsletter & calenda
  - Have copies of the newsletter & calendar available at the General meeting
- Policy & Procedures
  - Maintain all sections of P&P manual
  - Make sure all board members have a copy of P&P manual
- Publicity
  - Promote club activities to newspapers & other media outlets
- Sunshine
  - Send cards to members for illness and condolences
- Ways & Mean
  - Raise funds by raffles & auctions
  - Conduct 50/50 raffle and supply Treasurer with report and funds