

## **Joslyn Recreation Center Club President's Duties (Updated 2022)**

### **General Duties**

- Schedule and facilitate your regular club functions/events/meetings
- Attend or arrange for club representative to be at Board/Club Presidents meetings every other month (odd months; 1 hour) and report back to your club members
- Send out important reminders to club members as needed (e.g. when volunteers are requested for JRC events)
- Collect club dues from members and verify that they are Joslyn members; keep running roster of your club membership
- Keep rules/instructions updated and available your club members to see/use
- Ensure your club participates in annual grounds maintenance in the month assigned (see Grounds Maintenance document on web site)
- Check mailbox/slot for your club in the office at least monthly for written communications
- Submit **monthly** newsletter updates to JRC office if desired
- Forward annual contribution(s) from your club to Joslyn Center if applicable

### **By Month**

**January** – Collect your club dues from members; verify monthly newsletter and display board have current information on the club (e.g. your name and phone contact); provide initial club roster to the Joslyn office when available. Attend Board + Presidents meeting

**February** – Forward annual contribution for your club to Joslyn Center if applicable (some clubs do this at other times of the year)

**March** – Attend Board + Presidents meeting; Forward completed club roster to Joslyn office (preferably electronic file)

**May** – Attend Board + Presidents meeting

**July** – Attend Board + Presidents meeting

**September** – Attend Board + Presidents meeting

**October** – Encourage club members to be attend Joslyn general meeting in November

**November** – Attend JRC General Membership meeting. Start planning Hospitality Night cookie donation for your club

**December** – Ensure Hospitality Night cookie donation from your club is made; close books on club finances if applicable; inform JRC office of elected club officer changes if appropriate

### **One Time or Ad Hoc**

1. Purchase club supplies/materials with dues as needed/appropriate.
2. Coordinate assistance from your club with fundraising events such as the Waffle Breakfast and other JRC fundraisers.
3. Make sure there is a successor president for next year if you won't be doing it again.
4. Create/Modify/Enhance club web page and send to office for inclusion on the Joslyn web site.
5. Collect dues from new members to the club and add to roster.