

Guidelines Newsletter Chairperson

The Chairperson will be responsible to provide a monthly Newsletter to the membership one week prior to the meeting reminding them of the date, time and place of the meeting and any other important information. This information will be on the Web Site.

1. She will also include in the Newsletter a reminder to members regarding dues, events, birthdays and any additional information as requested by the President, Vice President and Event Chairpersons.
2. She will send reminder to the President, Vice President, Events Chairpersons and the Charity Chairperson. 10 days prior to the meeting to submit any information to be included in the Newsletter.
3. Only information pertinent to the Club is to be included in the Newsletter. If a member requests any other information be presented it must first be approved by the Board.