

Checklist Member at Large

Monthly

- ❖ Two weeks before monthly meeting, obtain catering bids, select menu, and confirm meal delivery.
- ❖ One week before monthly meeting, call caterer and give final head count for meeting.
- ❖ Before monthly meeting, purchase table cloths, drinks, candy, and any other items for the luncheon.
- ❖ Arrive at monthly meetings an hour early to set-up and assist caterer. Clean up after meeting.
- ❖ Submit receipts to treasurer.
- ❖ Take pictures at the monthly meeting or other gatherings and submit to website developer.

Spring Conference

- ❖ Coordinate efforts to recruit and solicit sponsors for Spring Conference

On-going

- ❖ Assist other board members as necessary.