

Committee Chair Reporting, Record Keeping and Processes

- ☑ Begin the process of developing a budget for your committee for the upcoming year right away. Discuss this with the outgoing chair and the treasurer. Ensure that your proposed budget is given to the Treasurer and Finance Committee by July 15. Be prepared to report on your budget at the August Summer meeting.
- ☑ If you have a report to present at a Director's or Regular Meeting, inform the Vice-President in charge of your committee no later than 2 days prior to the meeting.
- ☑ If your report is more than a brief update, provide a written copy to the Secretary (email preferred)
- ☑ If you are unable to attend the Board meeting or the regular meeting, give a copy of your report to your Vice-President who will present it on your behalf.
- ☑ If you need an item added to the agenda, the Secretary and/or President should be notified no less than 48 hours prior to a meeting. If the matter is urgent, inform the Secretary and President at the start of the meeting. The agenda will be adopted by the membership, and in most cases, no further business may be added to the agenda.
- ☑ A sample standard event report is included (a master copy is available for download from www.gravenhurstlions.org). This event report can also be used as a planning tool to estimate revenue, or expenses from activities or events.
- ☑ Set your replacement up for success. Keep good records of correspondence, committee meeting minutes, reports, etc. of your committee. These should be promptly turned over at the end of your term to the new committee chair.
- ☑ Ensure that a list of Lions attending your meetings, work parties, events are given to the Secretary so that make-up attendance can be credited
- ☑ Notify the president, secretary, bulletin editor, website chair of any committee meetings you are having. Some members of the club may be interested in sitting in and learning about the activities of your committee.
- ☑ Work schedules should be distributed as far in advance as possible to the club, the bulletin editor and the website chair.