

ROYALE COACH CLUB

2017 CALENDAR

JANUARY		
1st	Treasurer	Send dues notices to members who have not renewed.
1st	Treasurer	Invoice sponsor for Spring Rally; payment is due Jan 30th
1st	2 nd V.P.	Order certificate of Insurance for Spring Rally from FMCA
15th	Spring Rally Master	Publish rally registration forms (at least 90 days prior to rally)
31st	Treasurer	Prepare financial report and send to President for audit
FEBRUARY		
28th	members	Deadline for dues payment to remain in Royale Coach Club
MARCH		
1st	Treasurer	Drop members from club for non payment of dues
10 th	Website Manager	Update membership directory on website.
APRIL		
15th	President	Prepare agendas for BOD and general meetings at Spring rally. Email to board.
MAY		
1st	Treasurer	Invoice sponsor for Fall Rally (payment due May 30 th)
3 rd -10th	Richard and Denny McCurdy	Spring rally, Powhatan, VA
15th	Secretary	Email meeting minutes from BOD and general meetings to Website Manager

15th	Treasurer & Richard & Denny McCurdy	Reconcile finances from Spring Rally
15th	Treasurer	File form 990 with the IRS
30th	Larry & Bev Dunville	Publish rally registration forms (at least 90 days prior to rally)
JUNE		
JULY		
1st	2 nd V.P.	Order certificate of Insurance for Fall Rally from FMCA
12 th -15th	National Director	FMCA Convention Indianapolis, IN
AUGUST		
15th	President	Prepare agendas for BOD and general meetings at Fall rally. Email to board.
SEPT		
5 th -10th	Larry & Bev Dunville	Fall Rally, Prince Edward Island, CA
20th	Secretary	Email meeting minutes from BOD meeting and general meeting to Website Manager.
30th	Treasurer & Larry & Bev Dunville	Reconcile finances from Fall Rally.
OCT		
NOV		
1st	Treasurer	Send dues notices to membership
1st	President	Prepare 2018 Club Calendar and email to BOD
DEC		
15th	Secretary	Send to FMCA: Officers Form Chapter Meeting Verification Form

		Updated Chapter Roster
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