

# ROYALE COACH CLUB

## 2014 CALENDAR

### JANUARY

1 <sup>st</sup>	<b>Treasurer</b>	Send dues notices to members who have not renewed.
1 <sup>st</sup>	<b>Treasurer</b>	Invoice sponsor for Spring Rally; payment is due January 30th.
1 <sup>st</sup>	<b>2nd VP</b>	Order certificate of Insurance for spring rally from FMCA.
15 <sup>th</sup>	<b>Rallymaster</b>	Publish rally registration forms (at least 90 days prior to rally)
19 <sup>th</sup> – 26 <sup>th</sup>		<b>Winter Rally @ Key Largo (Mary Catherine &amp; Graham Ricks)</b>
31 <sup>st</sup>	<b>Treasurer</b>	Prepare financial reports & send to President for audit.

### FEBRUARY

28 <sup>th</sup>		Deadline for dues payment to remain in Club.
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### MARCH

1 <sup>st</sup>	<b>Treasurer</b>	Drop members from Club for non-payment of dues.
17 <sup>th</sup> -20 <sup>th</sup>		FMCA Convention – Perry Georgia
10 <sup>th</sup>	<b>Secretary</b>	Update membership directory on website.

### APRIL

1 <sup>st</sup>	<b>President</b>	Prepare Agendas for BOD and Club meetings and email to BOD for review.
22 <sup>nd</sup> – 26 <sup>th</sup>		<b>Spring Rally at Hilton Head (Anne &amp; Richard Gould)</b> Board of Directors Meeting Club Chapter Meeting

### MAY

1 <sup>st</sup>	<b>Secretary</b>	Send BOD & Club meeting minutes to website manager for archiving.
15 <sup>th</sup>	<b>Treasurer</b>	File Form 990 with the IRS.

## ROYALE COACH CLUB - 2014 CALENDAR

### JUNE

1 <sup>st</sup>	<b>Treasurer</b>	Invoice sponsor for fall rally; payment is due June 30 <sup>th</sup> .
1 <sup>st</sup>	<b>2nd VP</b>	Order Certificate of Insurance for fall rally from FMCA.
15 <sup>th</sup>	<b>Rallymaster</b>	Publish rally registration forms (at least 90 days prior to rally)

### AUGUST

13 <sup>th</sup> -16 <sup>th</sup>		FMCA Summer Convention at Redmond, Oregon
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### SEPTEMBER

1 <sup>st</sup>	<b>President</b>	Prepare Agendas for BOD and Club Meetings and email to BOD for review.
21 <sup>st</sup> -26 <sup>th</sup>		<b>Fall Rally at Dundee, Ohio Rally (Jenny &amp; Jim Evans)</b> Board of Directors Meeting Club Chapter Meeting

### NOVEMBER

1 <sup>st</sup>	<b>Treasurer</b>	Send dues notices to membership.
1 <sup>st</sup>	<b>Secretary</b>	Send BOD & Club meeting minutes to Website Manager for archiving.
1 <sup>st</sup>	<b>President</b>	Prepare rough draft of 2015 Club Calendar and email to officers.

### DECEMBER

1 <sup>st</sup>	<b>President</b>	Email final draft of 2015 Club Calendar to officers for approval.
15 <sup>th</sup>	<b>Secretary</b>	Send the following to FMCA: <ul style="list-style-type: none"><li>• List of Chapter Officers</li><li>• Chapter Meeting Verification</li><li>• Membership Status</li><li>• Updated chapter Roster</li></ul>