

## Monthly Reminders for Officers:

**All** incoming officers should familiarize themselves with the By-Laws (found in the Riverview Directory).

**All** officers and appointees should have a job description to help them know what is expected of the position.

After the November election and prior to the January installation meeting, the **President-elect** should

- appoint chairmen for:
  - Grounds & Beautification Committee
  - Social & Welcoming Committee
- select the following appointed officers:
  - Historian
  - Parliamentarian
  - Auditor
- appoint replacements for outgoing members of:
  - Long Range Planning Committee (2) -(Vice President is Chairman)
  - Community Affairs (1) -Chairman should be named
- Administrative Officer should be continuing, or new one should be appointed
- formulate budget for distribution to residents **21 days before January meeting**, and for vote at January meeting.

January meeting is for installation of officers and budget approval. Traditionally a gift is given to the outgoing President. **Administrative Officer** should ask someone to purchase this with appropriate budget.

Immediately after approval of budget **President** should see that **Treasurer** issues dues notices to residents so that dues will start coming in at the beginning of the year.

**Treasurer** needs to have books prepared for audit in January.

**Auditor** needs to audit books and prepare tax statement by IRS deadline.

**Treasurer** assembles tax papers and delivers to appropriate accountant or volunteer.

February, April, June, October and December - Executive Committee Meeting on 2nd Tuesday.

Attending should be:

- President, Vice President, Secretary, Treasurer, Administrative Officer
- Immediate Past President
- Chairman of Grounds & Beautification Committee
- Chairman of Social & Welcoming Committee
- Chairman of Community Affairs Committee
- Historian, Parliamentarian, Auditor

January, March, May, September, November - Association Meeting on 2nd Tuesday

At least **21 days prior to every Association Meeting**, residents must receive notice of the meeting. President needs to write notice of meeting including any important issues to be brought up, and give to Administrative Assistant in timely manner for duplication and distribution. Usually this includes Minutes of the last Association Meeting to save reading time at meeting.

Prior to September meeting, President should select two members for the Nominating Committee, one of these to be Chairman. Three more committee members are selected by those members attending the September meeting.

November meeting is the election of new officers.