

Annual Milestones HSC Policy-009B

Effective Date: January 23, 2016

Purpose: To provide a guideline for overall club planning and operations and to provide a strategic view for the HSC Board of Directors.

General: Monthly Time Line

April-

Board planning meeting of newly formed Board of Directors
Reservations set and plans in motion for the fall Membership Party
Plans set in motion for the December Christmas Party
New Social Director begins Cookout Signups
Beginning of Fiscal Year,
Treasurer requests each Board member to provide input to Annual Operating Budget
CSC representative sends CSC the names of the HSC Board members, as well as their home addresses, email addresses and phone numbers.

May-

Treasurer provides input to President on draft Annual Operating Budget for review and comment.

June-

Presentation of ski trips to members for next winter's ski season
Board approves ski trips for next winter's ski season
Publicity Director begins a series of public announcements or advertisements of the upcoming ski trips for the winter season
Board approves Annual Operating Budget and submits to Newsletter Editor for publication in the July Flakey, per 90-day Bylaws requirement.

July-

Presentation of ski trips to members for next winter's ski season
Deadline ~July 1st for Annual Operating Budget due to General Membership via the Flakey Newsletter, per 90-day Bylaws requirement
Treasurer prepares to file Federal Income Tax Form 990--prior to Aug 15th deadline

August-

Signups for Ski Trips continue
Treasurer files Federal Income Tax Form 990--prior to Aug 15th deadline
Membership Renewals Due/Notice emailed to all members with emphasis in the Newsletter
Probable cut off for any trips under 10 members subscribed, or fewer members than Trip Coordinator willing to run

HUNTSVILLE SKI CLUB

September-

Signups for Ski Trips continue

Dues are overdue (Suggest email directly to non-renewers)

Confer Honorary memberships for Sept-August, per HSC Policy-006.

Membership Party is typically held this month (or late August or October if necessary to obtain the Ditto Landing Pavilion)

Identify two individuals who will represent HSC at the CSC Fall Convention.

October-

November-

Suggest email directly to non-renewing members encouraging them to renew their membership.

Begin to consider 3 members for nominating committee--to prepare for election of Board members in March

Identify club representative to attend Mountain Travel Symposium(MTS) in March/April

Vice-President (or other appropriate HSC member) signs annual contract(s) for room(s) for HSC monthly meetings (deadline is December)

December-

Christmas Party

Suggest that the President appoint nominating committee this month. (If we wait until January when required to be in place, often too many members are gone skiing to be effective.)

Social Director makes reservations for Christmas Dance facility and band for next year if practical

January-

Nominating committee for new officers and members of the Board of Directors must be in place 60 days prior to the Annual March Meeting

Continued trip planning

Submit name of HSC representative to Mountain Travel Symposium when requested (January)

Candidates for Election to the HSC BOD are nominated, notified and accept/decline.

Membership Director to make reservations for Membership Party for next year

February-

Nominating committee reports directly to the General Membership at this meeting.

Identify two individuals to represent HSC at the CSC Spring Convention.

March-

Annual election of Board members begins March 1st and continues through 'attendee' voting at the 3rd Wednesday March Monthly HSC Meeting.

Outgoing Treasurer reports the previous year's financial data to Board and General Membership

Treasurer sends previous FY books to CPA for annual review of financial data