Benton Harbor Sunrise Rotary

Board of Directors Meeting– Calendar for the Year

1. July
   1. Welcome new officers
   2. Budget proposal – review and finalize
   3. Authorize Annual report to IRS (no state filing required)
2. Aug
   1. Goals for the year
3. Sept
4. Oct
   1. Establish nomination period for club and foundation officers (announce at a regular meeting at least 30 days before election)
   2. Plan for Christmas
5. Nov
   1. Verify IRS filing was submitted
   2. Adjust Community Fund budget based on fundraising results
6. Dec
   1. Review Membership before RI and District assessments
   2. Finalize slate for club officer election (Election is at the Annual Meeting, the 2nd meeting of December. The by-laws do not specify a notice period for the slate of officers)
   3. Appoint foundation directors
   4. Plan for Charter Night
   5. New board appoints Sergeant of Arms for their year (within one week of their election)
7. Jan
   1. Foundation Annual Report Available
8. Feb
   1. Select nominee for Rotary Hero for District recognition
9. March
   1. Finalize fundraising budget
10. April
    1. Plan for Installation Night
11. May
    1. Determines Dues and Fees for next year
    2. Appoint Youth Exchange Officer for next year. (should this be by new board? By-laws are silent on this one)
12. June
    1. Review Membership before RI and District assessments