

HSC-009A

Last Update: 9/19/11

HUNTSVILLE SKI CLUB POLICY Annual Milestones

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 for use in preparing Monthly Board Meeting Agendas

April

1. New Board planning meeting
2. Reservations set and plans in motion for the fall Membership Party
3. Plans in motion for the December Christmas Party
4. New Social Director begins Cookout Signups
5. Beginning of Fiscal Year,
6. Outgoing Treasurer reports the previous year's financial data to Board and General Membership
7. Treasurer requests each Board member to provide input to Annual Operating Budget
8. Treasurer sends previous FY books to CPA for annual review of financial data
9. CSC representative sends CSC the names of the HSC Board members, as well as their email addresses and phone numbers.

May

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

June

1. Board approves ski trips for next winter's ski season
2. Presentation of ski trips to members for next winter's ski season
3. Publicity Director begins a series of public announcements or advertisements of the upcoming ski trips for the winter season

4. Board approves Annual Operating Budget

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

Membership Renewals Due/Notice and emphasis in the Newsletter

Treasurer files Federal Income Tax Form 990--prior to Aug 15th deadline

August

Sign ups for Ski Trips continue

Membership Renewals Due/Notice and emphasis in the Newsletter

Probable cut off for any trips under 10 members subscribed, or fewer members than Trip Leader willing to run

September

Sign ups 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 Pavillion)

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

October

Membership Director to make reservations for Membership Party for next year

November

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

Begin to consider 5 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 appointing nominating committee this month. (If you 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

January

Nominating committee 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
(Jan)

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

February

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

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

March

Electronic voting for annual election of Board members begins March 1st and continues through 'attendee' voting at the 3rd Wednesday March Monthly HSC Meeting, when both methods of voting are concluded.