

Huggers Ski Club, Inc. Policy Manual 1.2 Calendar

Revised May 5, 2020

Both the By-laws and the Policy Manual call for certain activities to take place on or by specific dates. The Calendar is a chronological list of these activities starting at the beginning of the **fiscal** year in June.

- A. Board Meetings
- B. Quarterly General Meetings (for all members)
- C. Communication Update

A. Board Meetings

June	<ol style="list-style-type: none"> 1. Supply new President all previous year's minutes. 2. Appoint Social Chairperson(s). (Chair and co-chair. Only one vote.) 3. Assign committee responsibilities for all board members. 4. Validate that the May communications updates have been made.
July	<ol style="list-style-type: none"> 1. Draft annual budget for the new fiscal year. 2. Consider appointments for the following committees: <ol style="list-style-type: none"> 1. Communication 2. Cross Country 3. Downhill 4. Historian 5. Hugger Ware 6. Legal and Constitutional 7. Membership 8. Newsletter 9. Nominating Committee 10. Pacesetters 11. Paddle Power 12. Pedal Power 13. Property 14. Snowshoe 15. Social 16. Volunteering 3. Discuss lodge rental for next year's Spring 4th quarter general meeting.
August	Approve annual budget.
September	Ask for volunteers for Nominating Committee.
October	No required actions.
November	<ol style="list-style-type: none"> 1. Appoint Nominating Committee. 2. Start recruiting next year's board members. 3. Ask for volunteers for vacant or soon to be vacated committees. 4. Discuss lodge rental for next year's Summer 1st quarter general meeting.
December	No required actions.
January	Discuss lodge rental for next year's Fall 2nd quarter general meeting.
February	Present Nominating Committee final report.
March	Prepare for April elections for board positions.
April	Hold general membership elections for board positions.
May	<ol style="list-style-type: none"> 1. Review and update Policy Manual 2. Invite newly elected members to join in the board meeting for acclimation. 3. Discuss lodge rental for next year's Winter 3r quarter general meeting

B. Quarterly General Meetings

Summer 1st Quarter (usually in August picnic). Discuss lodge rental in November.	1. Present Financial report.
Fall 2nd Quarter (October end of season or November wax clinic). Discuss lodge rental in January.	1. Present Financial report. 2. Ask for volunteers for Nominating Committee. 3. Ask for volunteers for Board positions.
Winter 3rd Quarter. (Usually February Cabin Party). Discuss lodge rental in May.	1. Present Financial report. 2. Present primary board member candidates.
Spring 4th Quarter (Usually a kickoff party in April). Discuss lodge rental in July.	1. Elections for Club Officers and BMALs. 2. Present Financial report.

C. Communication Committee Updates

June	<ol style="list-style-type: none"> 1. Remove now out of office Board members from HSCBoard Google Groups 2. Remove now out of office Board members from HSC Google Calendars 3. Change access level for now out of office Board members from HSC website
May	<ol style="list-style-type: none"> 1. Add new Board members to HSCBoard GoogleGroups 2. Add new Board members to HSCBoard Google Calendar 3. Update HSCPaypal group 4. Update HSCMembership group 5. Change access level for new Board members on HSC website 6. Update Newsletter Editor with current Board Member directory 7. Update board and committee assignments on the web site pages and in the newsletter.