

President's Monthly To Do Calendar

July (Elections held in June)

1. Write letter to Church.
 - a. Introduce selves as new Presidents
 - b. Give dates of the next years dances
2. National Square Dance Directory www.nsddirectory.com
Go to Website, club subscription # _____; update info on free listing in Directory.
3. Head Angels
Old Head Angels need to meet with new ones to turn over supplies and to give the new Head Angels \$25 seed money from class 50/50s. Any money left after class graduation party returned to club treasury.
4. Club Website
Check Website and make sure updated with most recent information. Email flyer to Webmaster _____ email: _____

August

1. Board Meeting - at someone's house (usually the President's.)
2. Give out keys to church – President, 1st VP, 2nd VP, 3rd VP, Refreshment chairperson.
3. Raids and free admission card to be given out – Notify Raid Chairperson to contact Treasurer so they have a free admission card to be given out at the other clubs for 50-50 whenever we raid a club.

September

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. NNJSDA Delegate meeting – our Delegate brings our flyers to the meeting- flyers given out in July when info also done for *Grand Square*. Flyers cover Sept. through Jan.
3. Raids – let Refreshment Chairperson know if being raided so they can have enough food.

October

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. Raids – let Refreshment Chairperson know if being raided so can have enough food.
3. Grand Square Deadline Nov 7
Remind Flyer Chairperson that ½ page ad is due (with map) and check. Covers Jan. through June.
Remind *GS* Reporter that article is due.
They are to let you know when it is done.
4. Expect NNJSDA request for club roster Oct. 1; to be sent by Oct. 15. Follow NNJSDA Roster Template and include names, addresses, and phone numbers of all members as of Oct. 1. Honorary/Life members should be included, but they are not counted for dues.

5. Club flyer for Jan NNJSDA Delegate meeting (covers Jan through June)

Remind Flyer Chairperson NNJSDA Delegate will need 200 copies stapled into groups of 10 for the Jan meeting.

Have our Webmaster update our Web page from flyer—attach flyer copy to email.

November

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. Raids – let Refreshment Chairperson know if being raided so they can have enough food.
3. NNJSDA dues to be paid by Nov 15. \$1.00 per member. If club has completed NNJSDA raid program and/or One Square Is Fair to NNJSDA dances, we are forgiven \$.50 for each; invoice will be sent from NNJSDA Assistant Treasurer with details.

December

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. Raids – let Refreshment Chairperson know if being raided so they can have enough food.

January

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. Board meeting - held after our annual dinner at the restaurant
 - a. Choose Member(s) of the Year. Decide with the other board members who will be honored this year. Usually one individual or a couple. Get nametag bar and free dances for a year. Choice is kept secret from the member until announced in May or June.
 1. Announce the choice at the May club meeting or June dance.
 2. Have Member of the Year bars ordered for them.
 - b. Choose a nominating committee. Decide with other board members who will be on the committee. Officers can only serve for two consecutive years. If they have served one year they will be asked to continue for a second year.
3. NNJSDA meeting – our Delegate brings our flyers to the meeting -flyers given to him in Nov. when info also done for *Grand Square*. Covers Jan to June.
4. Raids – let Refreshment Chairperson know if being raided so can have enough food.

February

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. Raids – let Refreshment Chairperson know if being raided so they can have enough food.
3. Grand Square Deadline Mar 7

Remind Flyer Chairperson that ½ page or full page ad is due. Covers May through Sept.
Remind Treasurer to send NNJSDA Treasurer check for ad at same time.
Remind *GS* Reporter that article is due.
They are to let you know when it is done.

4. Have a club meeting after the February dance.
 - Bring some copies of club constitution and the club jobs list.
 - a. Nominating Committee – introduce them
 - b. All committee members, officers, etc. Introduce them to the membership and thank them for the work they are doing for the club.
 - c. Ask if members can come at 7:30 to help set up the room each month.
 - d. Head Angels – ask for a short update on the class.
 - e. Raids – next ones coming up.
 - f. Callers – short update
 - g. May pot luck dinner – ask someone to organize the event.
 - h. Charity donation – let me know privately any charities you would like us to consider for this years donation. The Board will make the final decision.

March

1. Club flyer for Spring NNJSDA Delegate meeting (covers May to Oct).

Remind Flyer Chairperson NNJSDA Delegate will need 200 copies stapled into groups of 10 for the Spring Delegates meeting and to have our Webmaster update our Web page.
2. Insurance form – Delegate picks up at Association meeting; President fills out and mails.
- 3.
4. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
5. Remind Sunshine Chair to remind board (all VP) about:
 - a. Head Angel and club caller/teacher gift in April
 - b. Outgoing President gift in June
 - c. Past President bars with dates for outgoing presidents
6. Order badges and dangles for new graduates
7. Send info on class (Graduation Date, graduates names, 100% attendance) to NNJSDA 2nd VP (name in *Grand Square*.)
8. Raids – let Refreshment Chairperson know if being raided so they can have enough food.
9. Call church – need room early in May (5:30 PM) for our potluck dinner.

April

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. NNJSDA Delegate meeting – our Delegate brings our flyers to the meeting - given to him in March when info also done for *Grand Square*. Covers May to Oct.
3. Raids – let Refreshment Chairperson know if being raided so they can have enough food.

May

1. For May dance also invite the club caller and dance caller to our pot luck dinner. Include the latest directions to our hall. Get updated on which callers have been hired for the future.
2. Get NNJSDA questionnaire form (given to Delegate at Association meeting) and send in by deadline listed. It lists all club info, including President, *Grand Square* Reporter and ad maker, class info and open house, Delegate, Alt Delegate, 1st VP, and Treasurer.
3. Raids – let Refreshment Chairperson know if being raided so they can have enough food.

June

1. Get updated on which callers have been hired for the future. Be sure caller has directions to the hall.
2. Raids – let Refreshment Chairperson know if being raided so can have enough food.
3. Grand Square Deadline Jul 7
 - a. Remind Flyer Chairperson that ½ page or full page ad is due (with map and check). Covers Sept through Jan.
 - b. Remind Treasurer to send NNJSDA Treasurer check for ad at same time.
 - c. Remind *GS* Reporter that article is due.
 - d. They are to let you know when it is done.
4. Club flyer for Sept NNJSDA meeting (covers Sept. through Jan.)

Remind Flyer Chairperson NNJSDA Delegate will need 200 copies stapled into groups of 10 for the Sept meeting and to have our Webmaster update our Web page.
5. Club Meeting.
 - a. Present the Member of the Year bars to the chosen couple or member.
 - b. Thank all members, by name, who will not be continuing in their jobs next year.
 - c. Announce new members, by name, who will assume or continue with jobs.
 - d. Decide if going to give the Church a donation (for good will) and the amount.
 - e. Short update on raids
 - f. Short update on callers
 - g. Ask members if they can come early at 7:30 to help set up room.
6. NNJSDA “One Square is Fair” dance program.

Raid Chairperson should e-mail everyone about it and make sure we have minimum of one square at each dance.