ROYALE COACH CLUB

2009 CALENDAR

January:
     1st . . . **(Treasurer)** Send Dues Notices to members who have not renewed.
     1st . . . **(2nd Vice-President)** Invoice sponsor for spring rally. Payment is due January 20.
     15th . . **Rally Masters for Spring Rally** - Send Rally Registration Forms
             (At least 90 days prior to first day of rally)
     15th . . **(President)** Order Rally Direction Signs and Rally Prize Package
             from FMCA Chapter Services
     31st . . **(Treasurer)** Prepare Financial Reports & Send to President for Audit

February:
     28th . . **Deadline for Dues Payments to remain in Club**

March:
     1st . . **(Treasurer)** Drop Members from Club for Non-Payment of Dues
     10th. . .**(Secretary)** Update Membership Directory on Website
     15th . . **(President)** Prepare Agenda for Board of Directors Meeting and Club
             Chapter Meeting in April and e-mail to other officers for review

April:
     20th - 24th . . . **Spring Rally - Charleston, SC**
             . . . Board of Directors Meeting
             . . . Club Chapter Meeting

May:
     15th . . **(Treasurer)** File Form 990 with the IRS in Austin

June:
     5th . . . **(2nd Vice-President)** Invoice sponsor for fall rally. Payment is due on July 5.
     15th . . **Rally Masters for Fall Rally**-Send Rally Registration Forms
             (At least 90 days prior to first day of rally)

2009 CALENDAR
(continued)

July:

August:

September:
   1st . . . **(President) Prepare Agenda for Board of Directors Meeting and Club Chapter Meeting in October and e-mail to other officers for review**

October:
   5th -10th . . . **Fall Rally - Lincoln, Delaware**
            . . . **Board of Directors Meeting**
            . . . **Club Chapter Meeting - Election of Officers for 2010-11**

November:
   1st . . . **(Treasurer) Send Dues Notices to Membership**
   15th . . **(President) Prepare Rough Draft of 2010 Club Calendar**

December:
   15th . . **(President) Final Draft of 2010 Club Calendar e-mailed to officers for final approval**
   31st . .**(Secretary) Membership Directory sent to FMCA**
   31st . .**(Secretary) List of Board of Directors sent to FMCA**
   31st . .**(Secretary) Certification of Chapter meetings sent to FMCA**
   31st . . **Deadline for Dues Payments to be included in 2010 Club Membership Directory**