

CCGC Board / Committee Due Dates

Read CCGC Bylaws for more detailed information for these dates.

Check assigned brochure locations regularly

JANUARY

- Field Trip Com. - Classes List presented to Membership (need to be setup in the Fall, so to confirm with instructors and venues.)
- Treas/FT Com.- Watch for RMFMS Liability Insurance Certificate
- Treas/Webmaster. - CCGC website renews on 1/29 each year, make sure CCGC Debit card is updated with hosting company: Weebly.com
- Auditing Com.- Create auditing committee and do audit at end of January, give report to Board at the February board meeting
- Membership Chmn. - Membership renewals due January 1, removed from email list on January 31. Can't attend classes/field trips if not paid before signing up for the class/field trip
- Scholarship Com. - the committee will be notified of amount available for scholarship

FEBRUARY

- Financial Com.- Proposed Budget - due by February board meeting, Duties of President and Treasurer
- Treasurer- PO Box 522, CC, 81215, fee due end of February
- Scholarship Com. - update application with necessary changes, provide local schools with scholarship information

MARCH

- Treasurer - Secretary of State (SOS) Periodic Report, due March 31, can pay by Internet. Notice sent from SOS around January 1. Fee: \$10. 1D: CANON CITY GEOLOGY CLUB – 19871177004

APRIL

- Field Trip Committee - Field Trips List presented to membership and any reciprocal geology clubs by April membership members
- Scholarship Com. — provide a mid-month deadline for submission of applications. By end of month, board will meet and select an applicant to award scholarship to.

MAY

- Treasurer - Tax Return 990N (E-postcard) for Non-profit organizations, due 5/15 of each year. No \$ due if annual gross receipts are normally \$50,000 or less.
- Scholarship Com. - attend high school announcement event. Hold an announcement event during the monthly club meeting

JUNE

- Treasurer/Webmaster. - CCGC website name renews on 6/28 each year, make sure CCGC Debit card is updated with domain name hosting company: 1 and 1.com

JULY/AUG

- No membership meetings - only field trips hosted

AUG/SEPT

- NHAC Chrmn - NHAC BLM fees due: September 1, best to pay by Internet no later than August 15. BLM will send email notice and mail packet to POB, with amount due. If paid by Internet, use NHAC debit card. If mailing, use NHAC checking account check.

SEPTEMBER

- President - Nomination Committee created by president, before September board meeting. At September membership meeting introduce Nominating Committee; solicit members interested in holding an office.

OCTOBER

- Nominating Com. - At October membership meeting, presents slate of board officers and directors for coming year. Candidates presented and briefly introduce themselves.
- CCGC Board - AFMS Rockhound of Year is chosen by the CCGC board. President writes article and sends to AFMS RHOY chairperson before December 31 each year.

NOVEMBER

- Nominating Com. - Election of board officers and directors by written ballot
- Appoint Audit Committee (if required)

DECEMBER

- Treasurer - RMFMS Annual Report and dues/insurance premium due by December 15 each year. Membership chairperson will help Treasurer with count of members for year.
 - Publicity – Contact KRLN with list of radio program dates for the following year
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NOTES: Secretary to take minutes at each meeting and present a draft no later than 7 days after meeting to President/VP. Secretary to create agenda draft 7 days before each meeting and present to president. Secretary makes corrections to minutes and agenda and keep a file.

Treasurer checks PO Box and deposits any checks, then gives treasurer's report at each meeting. Gives membership applications/waivers to membership chair.

Board meets each month for board meetings before membership meetings. Directors will have assigned duties, see Committee descriptions.