### Meetings and Administration

- The President is the chief executive officer of the Club and presides over all business meetings. With input from the membership, prepares the agenda for business meetings. Shares the agenda with the membership prior to meetings. With the help of the Secretary, has necessary copies of agenda, reports, and previous minutes available at meetings. With the help of the Secretary, notes the attendance at meetings.

- Periodically reviews the club's budget and with the Board considers adjustments that may be needed because of inflation or other causes.

- Approves reasonable expenditures that benefit the Club and advises the Treasurer so money can be paid out.

- Work with other officers as needed to help make Club operations smooth and effective and to resolve issues that may arise.

- Co-administers closed Facebook group for the club: approves names for participation, deletes names as members leave.

- Proofreads current issue of the *Trailblazer* before distribution.

### Communication

- Prepares President's Message for the *Trailblazer* quarterly newsletter.

- Sends semi-regular email updates to keep the club current on activities, new members, and anything of mutual interest to the membership.

- Prepares or delegates a report about recently concluded rallies, to be included in the *Trailblazer*.

- Prepares or delegates a summary of the tech talk discussion from recently concluded rallies, to be included in the *Trailblazer*.

- Posts items of interest to the Club's Facebook group.

- Share photographs or links to photographs taken at club events or that are of interest to the club.

- Relay to the membership messages and questions about coaches for sale, maintenance issues, etc.

- Responds to letters and emails from non-members about the Chinook Camping Club.

  Making the Club a welcoming environment

- Sends a personal welcome email to new members.

- Notifies the club of new members within a few weeks of their joining.

- Spend time with new members at rallies and do what is possible to ease them into the scheme of membership.