

# **Job Description**

## **Annual Meeting and Dinner Committee**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

### **Purpose of the Annual Meeting and Dinner Committee**

Article IV, Meeting of Members, Section 1. Annual Meeting of the Prairie Club By-laws provides that an annual meeting of the members shall be held within six months after the end of the last fiscal year. The purpose of the Annual Meeting and Dinner Committee is to plan and conduct the required annual meeting. The Committee chair works closely with the Prairie Club President, Senior Office Manager and various Committee chairs who may want to make presentations at the annual meeting.

### **Committee Membership**

- Each December the Annual Meeting and Dinner Committee Chair is appointed by the Prairie Club Board of Directors
- In January of each year, the Annual Meeting and Dinner Committee Chair submits names of committee members to the Board of Directors for approval
- All members of the Committee must have active membership standing

### **Committee Procedures**

The major responsibilities of the Annual Meeting and Dinner Committee are as follows:

- Determine the date and location of the annual meeting, e.g., Camp Hazelhurst, Spring Grove
- Determine the type of function, e.g., meeting only, lunch, dinner
- Arrange for food, drink, tents, portable potties
- Work with the Prairie Club president and appropriate committees to establish the agenda for the meeting
- Arrange for any promotional activities, e.g., advertising in the *Bulletin*
- Arrange for any entertainment or fun activities, e.g., outside speaker, music
- Work with the Senior Office Manager so that appropriate notice of the annual meeting is provided to the membership. Work with the Senior Office Manager on any materials that will be distributed at the annual meeting.
- Write up a report at the end of the meeting/dinner
- Send thank you notes as necessary to any speakers.

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