Board Chair

Check to make sure that Recorder and Treasurer are reconciling books every couple of months

Collect Adult Worker Profiles and get to Supreme Inspector by January 1st

Follow an agenda at each meeting Agenda copies given **You run the meeting NOT the Mother Advisor. She only gives her report asking for help as needed**

Make sure bills and applications are read at Board meeting before going to the girls. If necessary may always have a quick board meeting before Rainbow meeting if needed to do these two things.

When appointing auditing financial Review committee at December meeting remind the committee chairman that Recorder and Treasurer should be at the meeting with the books not just the books in case there are questions.

When having organizational meeting read the responsibilities of the officers so that the officers accepting an office will be aware of what they should be doing.

Recorder

Sample minutes

Attendance book with first column each year being girls’ dues card number

Warrants (Assembly Orders) may be written out before meeting as soon as you have the bills. Just do not fill in check number until you verify number of check with Treasurer.

Written Applications (not on phone) need to be signed by girls and adult and have application fee with them before being read.