

GUIDELINES FOR COMMITTEES

Budget

Financial and activity reports are due to be turned in by the December meeting. These reports should give a detailed budget of the year of the profits/losses and expenses incurred. Also an activity report of what was accomplished, the strengths and weaknesses, and what should be continued or deleted in the future should be included.

These reports are to be delivered (in person or mailed) to the President by the December meeting. These reports are to be compiled and copies are to be given to the new board members at the January board meeting to be discussed and analyzed.

Any non-committee generated profits are to be included in the Ways and Means report. Members responsible for generating this income are responsible for getting a written report to the Ways and Means chairperson in a timely fashion. All monies are to go directly to the Treasurer. For example, stewarding, training classes, grocery coupons, clinics, etc.

Refer to the by-laws for spending guidelines.

Estimated budgets are due by the April meeting from the new chair people, to be delivered to the President. These budget reports are to be given by the President to the Board at the May board meeting.

Communication

All events organized by a committee are to be announced to the general membership, so all members can take part. Any form of media to be used (flyers, banners, etc.) must list the Denver Samoyed Association as the sponsoring club.

Any topics evoking general membership interest to be taking place at committee meetings (voting, judge selections, public relations, etc.) is to be published in the meeting reminder section of the Sam-O-Gram. The Sam-O-Gram Editor must have the information by the first of the month.

If phone calls need to be made to the general membership, complete information must be shared amongst all members. It is suggested that a written agenda to be followed and given to all members called.

Violators of these guidelines are answerable to the Board.

Guidelines may be amended by suggestions by the general membership through the Board.