

SMALL CLUB COMMITTEE OUTLINE

I. Membership Requirements

- A. All new members automatically enter COG Committee.
- B. Attend COG meetings, held 40 minutes before our regularly scheduled meeting, once a month for four months.
- C. Act as club greeter for at least one month.

II. Leadership:

- A. The President Elect is Acting Chairperson for COG
 - 1. Presides over COG meetings.
 - 2. Schedules meetings - notifies members and Avenue Chairperson of schedule and reminds them at least 2 days before the meeting.
 - 3. Makes certain the schedule of meetings is listed in the weekly bulletin, along with the names of attendees.

III. Examples of Meeting Agenda

- A. Attendees: COG members
- B. President elect: Introductions
- C. Scheduled Chairperson: Club Service (Example Rotate Avenues and Past Presidents).
 - 1. Covers attendance, classification, programs, historian, membership, club bulletin, public relations.
 - 2. Explains our plans and goals with club services.