

## Magic Valley Gem Club yearly President's Calendar of events. Used to ensure they occur on time and who is responsible.

### January

Nominations Committee presents names of proposed new officers (submit E.B. Jan. meeting) (Nom. Chr.)  
 During the meeting: run off nomination for Officers in addition to Nomination committee. (Nom. Chr.)  
 Call an Executive Board meeting to confirm and approve selection of proposed new officers. (Nom. Chr.)  
 Election of new Club Officers, E.B. Proposed and Floor nominations, Elect all approved. (President)  
 Recognize all challenged nominations turn over names to nomination committee- run off in Jan. (President)  
 Elected Officers by members for Club Offices terms starting in April (Need trained in duties) (President)  
 Sales tax information due at State (Treasurer) (Filed only once for the previous year) (Treasurer)  
 Corporation papers submitted to the Idaho Secretary of State office and other submittals. (Treasurer)  
 Call an Executive Board meeting to approve accounting of Raffle report to send to the State of Idaho. (Treasurer)  
 CSI Magic Valley Gem Club Scholarship Donation \$100.00 (Treasurer)  
 Show Trailer parking space Yearly rent due \$ 200.00 x 2 = \$ 400.00 total (SHOW CHAIRMAN) (Treasurer)  
 Show Chairperson acquires sales tax forms TA-124 for Membership display cases 40 needed (Show Chair.)  
 Club has paid Insurance Company for Liability insurance for Club & SHOW. Certificate issued Fair! (Treasurer)  
 Club bank investments gone over with treasurer- Automatic if no changes (TREASURER) (President)  
 Ensure the Show Chairman is following the show Calendar and is up to date. (President)

### February

Ensure newly elected Executive Board officers are being trained for their positions (President)  
 Show Chairman and Treasurer to ensure all sellers have the proper tax filing papers on file (Treasurer/Show Chr.)  
 Or they will not be allowed to Sale at the Show  
 Show Chairperson to ensure sales tax forms TA-124 for Membership displaying cases are on file. (Show Chairman)  
 Show Chairman must have Insurance (Show) paid & a hard copy to the Fair board at end of the month. (Treasurer)  
 Show trailer specialist or Vice President must ensure trailers are ready and inspected this month (Vice President)

### March

Order Gavel for new President (Name on the Gavel) (Secretary)  
 Total rental due for Twin Falls County Fair rental paid in full & pickup Building Keys (FRIDAY) (Show Chairman.)  
 Show starting: Monies for the various stations ready, counted, bagged. 30-Ones, 4-Fives, 40-quarters (Treasurer)  
 Annual Show 2nd full Weekend in March (Check with Show Chairman) (President)  
 Order Show Chairman's Certificate or present for running the Show. (President)  
 New Cleaning Deposit Check to Twin Falls Fair Board, old check returned to Treasurer. (Show Chairman)  
 Cleaning Deposit Check of \$300 reserves the building for next year. (Show Chairman)  
 Inure the proper dates and times of next year's show written in calendar at Fair Grounds (Show Chairman)  
 Installation of New Officers By Nomination Chair, or a Past president or other former officer. (President)  
 Gavel to the new President (Secretary)

### April

First Federal Saving & Loan signature cards for new financial officers within one week. (Past President & President)  
 New Officer Information sent to Idaho Secretary of State, Federation, and others. (Federation Director) (Secretary)  
 Sign up for Johnny Horizon Day. (Twin Falls County Parks and Recreation) by (Assigned person) (President)  
 Set Place for MVGC Picnic in July Ensure, time, Date, rent paid City of Kimberly- (Hospitality Chr.)  
 Set Place for MVGC Barbeque in August Ensure, time, Date, rent paid City of Kimberly- (Hospitality Chr.)  
 Field Marshal ensures members fill out yearly Field trip forms, Medical and insurance releases on file (Field Marshal)  
 Present and Pass Presidents work with Executive Committee on setting budgets for their areas. (President)

### May

Johnny Horizon Day..1st Saturday in May.. Check with assigned Specialist (Vice President)  
 Show budget for coming year presented to executive board. Attain board approval. (Show Chairman)  
 Executive and Show Committee's board meetings and proposed Show Budget and proposed Club budget set.  
 Approval of Executive Board required submitting proposed budgets in the Regular May meeting. (President)  
 At the general meeting 1st reading of Show & General Budgets for coming year-Information only! (President)

## Magic Valley Gem Club yearly President's Calendar of events to ensure they occur on time.

Continuation:

### June

Select Nominating Chairman and Committee for New Club officers (Bob Sellers) (Nominations Chairman/Pres.)  
Show Chairperson to order Tax Forms TA-124 for Dealers to mail with contracts. (Show Chairman)  
Final Vote on Show and General Budgets for the coming year & Membership Authorization Vote! (President)  
Old Club budget closes (Treasurer)

### July

New Club budget begins (Treasurer)  
Picnic /Potluck and Third Thursday meeting at 6:00 pm (City of Kimberly) (Hospitality Chairman)  
Board meeting-Secretary & Treasures records review, possible needed new officers (Nom. Chairman/ President)  
Board meeting ensure records and monies are up to date and State of Idaho paper filed. (President)  
Send out Dealer Show Contract with tax forms. Must be returned by November 31st or spot taken away.  
Ensure Junior Club has a training program and Program chairmen have a program in place. (President)

### August

Barbeque party and meeting Third Thursday meeting at 6:00 pm (City of Kimberly) (Hospitality Chairman)

### September

Ensure Raffle and Silent Auction are started with meetings returning to regular meeting house. (Vice President)  
Determine date and place for Thanksgiving Dinner - Ensure Reservations are made (Hospitality Chairman)  
Ensure nomination forms are handed out. Use meeting time to instruct on nomination procedures (President)

### October

Notify that M.V.G.C. Dues are due \$10.00 per member/New member \$12 / 18 and under \$ 5.00 (President)  
Notify Members at meetings in OCT., NOV., DEC., Their membership's stops on Dec. 20th. if not paid (President)  
Notification to membership nominations for Club offices are due in writing to nomination chairman (President)  
Determine date and place; reserve for Christmas Party (Hospitality Chairman)  
Ensure nomination forms are handed out. Use meeting time to instruct on nomination procedures (President)

### November

Thanksgiving Dinner and Meeting (Hospitality Chairman)  
Nominations for Club offices are due in writing to nomination chairman (Ends on Nov. 30) (President)  
Dealers contracted by end of November or contracts voided and offered to next Dealer. (Show Chairman)  
Club Membership list due at NFMS with Dues (Needs mailed by December 15) (President)  
Set Executive Board Meeting for January and all Corporation reports are ready for Executive board (President)

### December

Christmas party members bring Christmas treats (Hospitality Chairman)  
Provide one year's supply of USPS forever Stamps to Editor... 12 mo. X 50 stamps 600 stamps. (Treasurer)  
Nomination Committee meets and goes over the membership's written nominations (Nomination Chairman)  
Confirm qualifications are met by nominees before going to the Executive Board's January meeting (Nom Chairman)  
Yearend Corporation reports due-Secretary, Treasurer, Raffle records for State of Idaho & Federation. (President)  
Rental Post Office box 725 rent Due U.S.P.S. downtown office. (Treasurer)  
Sales tax information due at State (Treasurer) (Treasurer)

Revised by Rocky Metts on March 2014