

PRESIDENT

BOARD MEETINGS

Consult with Linda Fineberg in April or May about scheduling board meetings for the upcoming year at the Wilmette Public Library. We currently meet the third Monday of the month from September to May, except for December. The June turn over meeting is a potluck held at someone's home.

The budget committee (president, program vice president, treasurer, and member-at-large) meet over the summer to create a proposed budget for the upcoming year. It is submitted to the board at the September meeting for approval.

Generally, a board member should request agenda time for a concern requiring board discussion and/or decision. Estimating time needed for each board member on the printed agenda can help keep meetings moving. Matters not covered on the agenda can be brought to board attention as old or new business.

GENERAL MEETINGS

In April or May, contact Bruce Hershman at Beth Hillel Congregation Bnai Emunah (847-256-1213, ext. 15) with dates for the upcoming year. Check beforehand to see if the High Holidays or Easter observances conflict with our meeting dates. Remind him we need seating for about 80 people, podium and microphone, and a small projector table in the center aisle with tables for library, speakers, committees around the outer walls.

Contact Jan Kirby at Gloria Dei (847-272-0400) with dates for our workshops, service meetings, and December and June potlucks.

Call the meeting to order promptly at 7:30 p.m. and make any announcements. Call for other announcements, then arrange for the speaker introduction. After the lecture, announce show and tell.

OAKLEAF ARTICLES

A column on the front page of the newsletter is reserved for the president's use. Copy deadline is set by the Oakleaf editor.

ANNUAL JUNE BUSINESS MEETING

Election of officers is the main order of business at the meeting. The slate, presented at the May meeting, is elected through a motion and second to accept the slate as presented. A verbal Yay or Nay by those present completes the election process.

At a mutually agreed upon time, pass files and any other relevant materials to the incoming president.

JUNE CROSS-OVER MEETING

The cross-over board meeting is a responsibility of the outgoing board, but the date should be cleared with the incoming president. The outgoing board acts as the host group. When someone stays on for another term, that member is both host and guest.

The first part of the meeting is generally reserved for refreshments and socialization. After passing on the files and encouragement, the outgoing board leaves and the new board holds its first meeting.

Revised by Jennie Gordon, 2011-2012