

1. BASICALLY ACCOMPLISHES 4 FUNCTIONS DURING THE CLUB YEAR —
 - A) RUNS SIGN-IN AND PASS-OUT ITEMS AT 10 MEETINGS (FEB—NOV).
 - B) DIRECTS THE GRAND ATTENDANCE PRIZE FOR THE YEAR.
 - C) RUNS ALL SPECIAL FUND RAISING EVENTS.
 - D) OTHER MEMBERSHIP ACTIVITIES AS DIRECTED BY THE PRESIDENT.

REGARDING (A)

1. ARRIVE AT ALL MEETINGS AS CLOSE TO 6PM AS POSSIBLE.
2. MAKE SURE MEETING ROOM IS OPEN AND GET AN 8' TABLE POSITIONED AT DOOR FOR A, RECEPTION B, SIGN-IN AND NAME TAGS AND C PASS-OUT ITEMS, NEW MEMBER KITS, AND TICKETS FOR MEETING DOOR PRIZES.
3. IF POSSIBLE WEAR A CLUB LOGO'D ITEM TO EVERY MEETING.
4. BE SURE SOMEONE IS ALWAYS STATIONED AT ENTRANCE DOORWAY TO GREET EVERYONE AND ESPECIALLY GUESTS AND NEW-COMERS
YOU ARE THEIR FIRST IMPRESSION OF OUR CLUB!
5. MAKE UP AND MAINTAIN SIGN-IN SHEETS FOR ALL MEMBERS SO YOU CAN KEEP TRACK OF THOSE ELIGIBLE FOR THE YEAR-END GRAND ATTENDANCE PRIZE.
6. PURCHASE WHEN REQUIRED AND MAINTAIN ADEQUATE SUPPLY OF NAME TAGS AND FELT PENS FOR WRITING. URGE ALL TO WEAR A NAME TAG FOR RECOGNITION AT MEETINGS!
7. OBTAIN AS REQUIRED AND HAVE AVAILABLE AT EVERY MEETING OUR ACFA BUSINESS CARDS, BIG FISH WEIGH CARDS FOR MEMBERS TO PICK UP AS NEEDED, AND COPIES OF ACFA RULES.
8. MAKE UP AND PLACE AT TREASURER'S LOCATION ENOUGH NEW-MEMBER KITS AS WILL BE REQUIRED FOR NEW, INCOMING, PAID MEMBERS. (MAKE UP ABOUT 12 TO 15 EA. TO START WITH AND HAVE AT LEAST 6 OR 8 AT LATER MEETINGS.)

CONTENTS OF KITS ARE AS FOLLOWS —