

## THE LITERARY CLUB YEAR

- June** PRESIDENT calls Executive Board meeting to consider dues and other matters for following year.
- July** SECRETARY prepares and submits the Club's yearbook to the printer.  
SECRETARY proofs the yearbook and gives printer the final instructions.
- Sept.** SECOND VICE PRESIDENT plans refreshments for first meeting, and assignments for his committee.
- Oct.** SECRETARY mails the yearbook to members  
First meeting is Ladies' Night. SECOND VICE PRESIDENT'S committee provides refreshments.  
  
SECOND VICE PRESIDENT starts plans for January meeting.
- Dec.** SECRETARY reminds members about new members.  
SECRETARY sends out reservation card for January meeting.
- Jan.** SECOND VICE PRESIDENT is in charge of the dinner meeting. This is the first Monday of the month, though avoiding New Year's activities.
- Feb.** SECRETARY requests essayists for the following year.
- Mar.** SECOND VICE PRESIDENT starts finding speakers for the annual dinner.  
FIRST VICE PRESIDENT plans new slate of officers for the following year.
- April** PRESIDENT announces an election in April.  
FIRST VICE PRESIDENT reads the chosen slate at the first and second meetings.  
  
PRESIDENT conducts voting at second meeting.  
  
THIRD VICE PRESIDENT audits the Treasurer's books.

TREASURER reads his report at the second meeting.

SECRETARY reads his report at the second meeting.

SECRETARY works out details of annual dinner and mails reservation card to members. Orders the printed menu and engraved gavel, and nameplate for President's Box (11/2" x 3").

**May** SECOND VICE PRESIDENT'S committee provides the refreshments for Ladies' Night in May.

SECRETARY thanks host organization for May Ladies' Night meeting and requests a date for following year.

SECRETARY makes final arrangements for annual dinner.

SECRETARY thanks Woodstock and requests date for the following year. This includes agreement with the sponsoring Woodstock members.

SECRETARY writes Park Tudor School and secures regular meeting schedule for coming year.