

Roster and Prospectus

Revised September 2014 by Joanne DeMay

The roster and prospectus combines an address list of all Chemeketan members with a description of all club committees and a proposed list of activities scheduled between March and February, including the annual outing. This document is mailed to all members at the end of February.

November

In November, the editor contacts the council president and every committee chair to remind them of deadlines for the prospectus. It is important to keep track of changes to the council and committees.

Chairs need to update committee descriptions as necessary. Traditionally the prospectus also includes a proposed calendar of activities where appropriate (backpacking, biking, climbing, hiking, paddling, miscellaneous events) and a description of the next annual outing with a registration form.

January

Committee chairs need to submit all information for the prospectus no later than January 15. The editor requests activity calendars as email attachments in prospectus format. The editor then cuts and pastes all committee and outing information.

Annual Outing Guide: the reservation form must be a separate (right-hand) page.

February

The editor must keep in touch with the membership secretaries because they are working on renewals in December and January. The editor needs to tell them when the membership roster will be downloaded for printing so that they can finish the renewal process (usually February 1). Membership secretaries will tell the editor how many extra copies of the roster and prospectus will be needed throughout the coming year for new members.

The editor downloads the membership roster from the database and combines it with the prospectus section. The editor composes the front cover. The inside front cover is a list of council and committee chairs. The finished roster and prospectus is sent as an email attachment to the printer (usually by February 15). The editor sends an address list including all club members to Valley Mail Service.