

## Club Administration

Club administration chair is responsible for finding committee members for the different areas of administration such as writing the club newsletter, taking attendance and meeting planning.

The Club Administration committee is responsible for logistical tasks that make the meeting successful such as

Planning a budget for your committee.

Organizing or sometimes planning weekly meetings

Keep bylaws up to date

organizing social events

Informing Club of any upcoming events.

Sending cards and flowers for different occasions

Touch base with our Legion Ladies to arrange for dinners