



GVR CLUB PRESIDENT ORIENTATION “Passing the Torch”

When new Club Officers are elected, the Club President is the person to coordinate with the GVR Club Liaison regarding procedures, paperwork and club requests.

The first step is to submit an updated Club Officers Information Sheet to the GVR Club Liaison, and then provide an orientation to the new board members. Suggestions are below.

Review the following:

GVR WEBSITE (gvrec.org)

- Governance – GVR governing documents
 - Bylaws
 - CPM (Corporation & Part 6: Clubs)
 - Meeting Documents & Board of Directors
 - Committees
 - Long & Short Range Plans
 - Finances
- Clubs
 - List of Clubs
 - Club Documents
 - Club Promotions
 - Annual Paperwork
 - Bylaws Procedure, Guests, Records Retention, Incidents, Insurance
- Leisure Education
- Members, Tenants & Guests
- Centers & Reservations – addresses, daily schedules at all facilities
- GVR Calendar of Events
- Facilities Updates
- Info Hub - News
 - GVRNow! Newsletter Archive
 - Eblast Archive

NEW GVR CLUB OFFICERS – SUBMIT UPDATED FORM

- When there is a change in officers during the year, immediately submit the GVR Club Officers’ Information form on the website under Club Documents.

CLUB FILES – IDENTIFY LOCATION OF CLUB FILES AND REVIEW WITH NEW PRESIDENT

- Club Bylaws & Operating Rules, Code of Conduct
- Meetings Minutes, Committees, Meeting Room Reservations
- Budget, Bookkeeping, Tax Forms, Attendance Reports, Keys, Passwords
- GVR Annual Reports: Annual Agreement, Membership Rosters, Financials, Insurance, Inventory due in February each year
- Club Website – review your club website for updates

CLUB GRIEVANCE POLICY

- This policy provides guidance to address complaints and resolve conflicts within the club which applies to all club members. It is posted on the website in the Club Documents under Grievance Policy and Incident Report.

Thank you to existing Club Presidents for submitting their recommendations to this document for new Club Presidents.

We appreciate your service to the club and your assistance with the transition to the new officers.