



## **GVR CLUB PRESIDENT ORIENTATION**

### **“Passing the Torch”**

When new Club Officers are elected, the Club President coordinates with the GVR Club Liaison for assistance with facility work orders, club paperwork and general club requests.

A special thanks to existing Club Presidents for submitting their recommendations below to assist new Club Presidents with making the transition.

#### **GVR WEBSITE – PLEASE READ THE FOLLOWING**

- [GVR Home Page](#) – most recent information (gvrec.org)
- Recreation Tab
  - Clubs – Alphabetical List; clubs by category < **your club listing is here**
  - Policies, Documents, Insurance Forms, Travel Waivers
- GVR Centers
  - GVR Facility Addresses and Information
  - Facilities & Amenities
- Governance – Governing Documents & Reports
  - GVR Bylaws
  - GVR Corporate Policy Manual (CPM), in particular Section VIII Clubs
  - GVR Meeting Calendar, Board & Committee information
- News and Info
  - GVRNow! Newsletter Archive
  - Eblast Archive
  - Facilities Updates

#### **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 located on the website under Club Documents

#### **CLUB RECORDS – LOCATE AND REVIEW**

- 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.