



Office use only  
\_\_\_\_ Reservations  
\_\_\_\_ Website  
\_\_\_\_ Master

## 2026 GVR CLUB OFFICERS' INFORMATION

This fillable form must be submitted to GVR Club Liaison by February 1<sup>st</sup>

If a change of Officers occurs during the year, immediately submit an updated form  
to GVR Club Liaison, [kathye@gvrec.org](mailto:kathye@gvrec.org), 520.495.5843

GVR CLUB NAME: \_\_\_\_\_ # OF ACTIVE CLUB MEMBERS \_\_\_\_\_

As of December 15, 2025

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

IRS Code for IRC 501c4 nonprofit status requires at least 3 club officers

Officer	GVR #	Name	Email Address	Phone Number
President				
Vice President				
Secretary				
Treasurer				
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts

Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Member Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Annual Member Dues \$ \_\_\_\_\_

3. Date of Club Bylaws \_\_\_\_\_

The GVR website gvrec.org has an informational listing for each GVR Club. Please update the following information for your club. With respect to privacy, have each contact sign below.

4. **Please list the contacts for this club to be displayed on the GVR website.**

**\*Primary Contact** \_\_\_\_\_ (please sign below)

**\*Secondary Contact** \_\_\_\_\_ (please sign below)

**Club Website** \_\_\_\_\_ **Club Email** \_\_\_\_\_

Club email monitored by club members

5. **REQUIRED** - Updates to Club Listing GVR Website (or enter "None")

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\*By signing this document I give my permission to GVR to post the information on the Website as indicated in Item (4) above.

Primary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Club President confirms that all officers have received orientation for their role and have read the Annual Club Agreement.**

Club President Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **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](http://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.