

# General Membership Meeting Coordinator

## **MISSION: Plan and arrange annual meetings**

### Duties:

- Determine a date approved by the MPtHA Board
- Determine a suitable and affordable location, and have contracts sent to Treasurer for payment (rental and damage deposit)
- Determine schedule of events and times for each meeting: Board, Youth, General
- Ensure that General Meeting agenda is published on website, Facebook and in the OnTheSpot e-newsletter as stated in the MPtHA Constitution and ByLaws
- Confirm that prior year's meeting minutes are published
- Arrange for speaker or program as directed by the Board of Directors
- Arrange for door prizes
- Provide napkins, plates, utensils, etc (and complete Expense Report for reimbursement) for the potluck dinner
- Collect key for building prior to event
- Arrive ahead of time to open the rented facility and to set up for meetings
- Arrange for people to assist with clean up and tear down
- Return key and collect damage deposit

### Suggested General Meeting Agenda/Timeline:

Board Meeting – Noon

Youth Meeting – 2:00

General Meeting - 3:30

- Call to Order
- Secretary's Report
- Treasurer's Report
- Old Business
- Committee Reports
- New Business
- 201\_ Shows
- Presentation of the YOUth Are Our Future High Point Scholarships from each show