

**Activity Timeline and Procedures
Vice President**

ONGOING

1. **Confirm Projector/AV requirements for monthly meetings with Program Chair. Pick up Projector at OSB Parks and Recreation. Confirm projector/internet availability with Library staff.**

JUNE

1. Reserve sites for monthly and back-to-back LCV and ESP Board meetings.
2. Schedule LCV Board and Education & Scholarship Program (ESP) 501(c)(3) Board meetings at Acton Library (back-to-back meetings)
3. Confirm meeting reservations with President, Program Chair and Great Decisions Chair.

Monthly Meetings: Saybrook Point Pavilion, 155 College Street, Old Saybrook

Contact: Ray Allen, Director, Old Saybrook Parks and Recreation 860-395-3152

ray.allen@oldsaybrookct.gov

Front desk person: Rick Pine

2nd Thursday September, October, November, December, March, April, May, June 6 Note: June may be cancelled if the social is held elsewhere.

1st Saturday in January – January Tea

LCV and ESP back-to-back Board Meetings: Acton Library, Old Saybrook, 60 Old Boston Post Road, Old Saybrook CT (12 meetings per year maximum for group).

Contact Person: Lisa Mendes lmendes@actonlibrary.org

Contact Person: Fiona Saunders fsaunders@actonlibrary.org

- a. Board Meetings with dates confirmed by President.
- b. Great Decisions events as scheduled by Great Decisions Interest Group Chair
- c. February Valentine Luncheon (11 am to 3 pm)

Fill out annual meeting room application and submit to actonlibrary@actonlibrary.org

Download application: <https://www.actonlibrary.org/wp-content/uploads/Meeting-Room-Booking-Request.pdf>

4. **Request \$100 check from LCV Treasurer to Acton Library and send with thank you letter.**

JULY

1. **Ensures Interest Group Chair positions are staffed. Confirm continued chair leadership and/or recruits new chairs.**
2. **Confirms interest group meeting schedule for following year, Update interest group table for LCV website. Update Interest group chart and submit to post on LCV website.**

SEPTEMBER

1. Manages September Potluck supper.
2. **Bring signup sheets to the meeting for Interest Group sign up.**

MARCH/APRIL/MAY (per LCV Bylaws)

DEVELOP OFFICER CANDIDATE SLATE for May Annual Meeting and Elections

- Discuss potential candidates with Board President and other board members.
- Approach individual members about interest/willingness to serve in given positions. Share position descriptions and Timelines/Activities to ensure candidates understand responsibilities and time commitments.
- Present officer slate to Board
- Request publication of slate in May Newsletter
- Conducts Election at May Annual Meeting.