

1. Initiate new member process
  - receive completed application and dues check
  - verify information
  - notify Membership VP
  - add information to Membership spreadsheet
  - deposit check into Club account
2. Maintain Club checking account
  - balance checkbook
  - maintain budget spreadsheet
  - pay invoices (e.g., badges, rally expenses, officer operating expenses, Club purchases)
  - prepare Financial Report for Club Business/Annual meetings
3. File annual IRS electronic form 990N per IRS guidelines