

Presidential To-Do List

ITEM	Frequency
VP (check up on, see if she needs any resources, encourage her to do same with the following committees:)	Monthly
- Apparatus Committee	Quarterly
- Pay Support 9 loan	Annually in Feb
- Pay 927 loan	Annually in Jun
- Banquet Committee (Most recent decision is to have banquet annually in Nov. Make sure each year the banquet occurs <i>after</i> the Nov bizmtg.)	Every other month
- Fund Drive Committee (Public expects primary drive in May. Habit is to conduct follow-up in 6-12 weeks.) Artifacts from previous drives are on <a href="http://www.kvrs.org">www.kvrs.org</a> .	Every other month
- Membership Coordinator/Committee (ie, recruitment -- how's it going?)	Monthly
- Public Relations Committee (Rescue Council does much of the work)	Semi-annually
- Building & Grounds Committee	As needed
- Trophy case	
- 21 <sup>st</sup> Century Bunkroom project	
Treasury & Finances (review status)	Quarterly
- Establish safe deposit box at bank across street; put titles, some very old docs in it.	
- Bookkeeping (Is bookkeeper happy? Reconciliations happening? Fund reports generate?)	Monthly
- Tax returns (done by bookkeeper)	Annually
- Bonding of officers	
- Review Raymond James portfolio. Assure fund will be available to make loan payments.	Quarterly
- Is Transfer-By-Phone process working out?	
- Are bank signature cards up to date?	As needed
Secretary & Corporate (review status)	Quarterly
- Renew SCC registration (triggered by corporate attorney)	Annually in Feb(?)
Operations (check up on, see if he needs any admin resources)	Quarterly
Move items from briefcase to appropriate squad officer or file	Every 10 days
Clean out mail box	Every 10 days
Meditate on Leadership/Squad Development	Quarterly
- Advance "Neighborhood Team" or "Quality Improvement Tracking Team" initiative to organize active membership into manageable groups of 3-7 members, each with a team leader (sgt?). Advantages: Provides additional, lower-level rungs on leadership ladder. Let membership see folks in leadership roles prior to electing them to higher office. Provides "early warning system" for manpower shortages.	Quarterly
- Have admin member mark member residences on map	Once
- Mount city wall map in conspicuous area	Once

Post "Meetings" sign in conspicuous location in station (to serve as frequent reminder to passers by)	Once
Meditate on Accreditation (see CAAS on <a href="http://www.kvrs.org">www.kvrs.org</a> )	Quarterly