

# Cedarburg Grafton Rotary Master Calendar

## **President**

Host Monthly Board Meetings  
(Monday before first Thursday of Month)

Host weekly luncheon meetings

Interface with Rotary International

Interface with District

# Cedarburg Grafton Rotary Master Calendar

## President Elect

Program Responsibility

Weekly Programs

Co-ordinate Programs for meetings from:  
January - May & September - December  
Summer meetings as appropriate

On-going Annual Programs

Valentine's Day Dinner - Mal Hepbrun	February
Changing of the Guard - Levy's	August
Paul Harris Dinner - Ausprung	October
Cedarburg Choral Ensemble	December

Weekly Luncheon Meeting Locations

Ferrante's	January-May
Off Site - Individual member hosted	June-August
Vintage Grill	September-December

PETS	April
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# Cedarburg Grafton Rotary Master Calendar

## Vice President

### Fund Raising Program Responsibility

Review & Set Ticket Prices for Next Season	January
Wisconsin Singers - John Hammes	Spring
Wisconsin Band - Bud Beverung	Spring
Cedarburg Music Festival - Layton Olson	July 3
Bike Ride - ?	Fall
Milwaukee Symphony Concert - Bob Vorbau	December

# Cedarburg Grafton Rotary Master Calendar

## **Secretary**

Review & Set Ticket Prices for Next Season

January

Order:

Presidential Service Award: Changing of Guard

June

Paul Harris Plaque and Pin for Past President

September

New Member Badges

As Needed

Weekly attendance

Monthly reports to district

Quarterly reports to International

# Cedarburg Grafton Rotary Master Calendar

## **Executive Secretary**

Minutes of all Board meetings

Co-ordinate Symphony ads

Publish Membership Directory

Fall each year

Send out invitations for:

Valentine's Day Party

January

Changing of the Guard

July

Paul Harris Award Banquet

October

Maintain Club Web Site

Maintain Club Master Calendar

# Cedarburg Grafton Rotary Master Calendar

## **Treasurer**

Pay Club Bills  
Maintain club/foundation books