

Memorandum Series

Purpose

The purpose of this memorandum is to describe the West Michigan Woodturners (WMW) process for establishing working procedures through a series of written club memorandums.

This series of memorandums result in a composite documentation of club policies, procedures and practices.

Series Description

Each memorandum by itself is a stand-alone document that explains a specific business area of club activity. The set of numbered memorandums addresses these business areas:

1. Club Responsibilities – describes club roles and functions.
2. Leadership Team – describes officer roles and election schedule.
3. Monthly Meetings – describes monthly meeting format and agenda.
4. Garage Groups – describes purpose and requirements for garage groups.
5. Mentoring Program – describes purpose and responsibilities of mentoring program.

6. Audiovisual Operation – describes the club audiovisual equipment and usage. ***In Progress***
7. Woodturning Equipment– describes the club equipment and its usage. ***In Progress***
8. Library Program – describes the club library and its operation. ***In Progress***