

## **Memorandum One – Club Responsibilities**

### Purpose

This memorandum describes the general roles and functions of the West Michigan Woodturners (WMW) club. The WMW club, located in the general greater Kalamazoo Michigan area, is a local chapter of the national American Association of Woodturners.

### Responsibilities

General responsibilities include:

1. elect officers,
2. establish by-laws,
3. collect dues,
4. provide treasury reports,
5. hold and schedule meetings,
6. record meeting minutes,
7. conduct educational and social activities,
8. purchase and maintain library materials,
9. purchase and maintain audiovisual and woodturning equipment,
10. hold raffles,
11. promote club camaraderie through education and training,
12. purchase and maintain insurance.

### Membership

To be recognized as a West Michigan Woodturners club member in good standing; individuals must register and pay club dues on a yearly basis.