

Riviera Community Club

Policy and Procedure

Board	B 216	Schedule of Activities and Events					
Department	Number	Title					
Philip L. Ronning		General Manager	7/01/24				
Approved by	Signature	Board approval or N/A	Reviewed initial and date				

Policy

1. The General Manager shall establish and maintain an annual schedule of activities and events which will be made available to all Members through the RCC web page, posting on the bulletin board adjacent to the administrative offices, and available for pickup in the Business Office.
2. The General Manager shall also keep and maintain a schedule of important annual operational dates such as scheduled BOT meetings, updating various licenses, Union bargaining dates, etc.
3. The General Manger shall cause to be maintained a calendar of all regularly scheduled events and deadlines. These include but are not limit Board and committee meetings, distribution of Board agendas and minutes, business deadlines such as taxes and audits, and so on.
4. The events and activities schedule, shall be routinely updated
5. The schedule will be made available to Board Members upon their election.
6. Members shall also have access to this schedule upon request.

Procedure