



Office use only
 ___ Reservations
 ___ Website
 ___ Master

2024 GVR CLUB OFFICERS' INFORMATION

This *fillable form* must be submitted to GVR Club Liaison by February 1st

If a change of Officers occurs during the year, immediately submit an updated form to
 GVR Club Liaison, Kathy Edwards – kathye@gvrec.org, (520) 495-5843

GVR CLUB NAME: _____ # OF CLUB MEMBERS _____

SUBMITTED BY: _____ DATE: _____

Officer	GVR #	Name	Address/Zip Code	Phone Number and Email address
President				
Vice President				
Secretary				
Treasurer				
Other				

1. Club Members designated to make GVR Facility Reservations and sign Reservation Contracts

Member Name: _____ Phone: _____

Alternate Member Name: _____ Phone: _____

2. Annual Dues \$ _____

3. Date of Club Bylaws _____

The GVR website has an informational listing for each GVR Club. Please update the following information for your Club. With respect to privacy, have each contact sign below.

4. **Please list the contacts for this Club to be displayed on the GVR website.**

Each Club has established a club email address that is monitored by club member(s).

*Primary Contact _____ Phone (opt.) _____

*Secondary Contact _____ Phone (opt.) _____

*Club Website _____ Club Email _____

5. **REQUIRED - Updates to GVR Website**

Review club listing on gvrec.org – Recreation – Clubs. Attach additional sheet if necessary.

*By signing this document I give my permission to GVR to post the information on the Website as indicated in Item (4) above.

Primary Contact Signature: _____ Date: _____

Secondary Contact Signature: _____ Date: _____



GVR CLUB PRESIDENT ORIENTATION

“Passing the Torch”

When new Club Officers are elected, the Club President coordinates with the GVR Club Liaison for assistance with facility work orders, club paperwork and general club requests.

A special thanks to existing Club Presidents for submitting their recommendations below to assist new Club Presidents with making the transition.

GVR WEBSITE – PLEASE READ THE FOLLOWING

- [GVR Home Page](http://gvrec.org) – most recent information (gvrec.org)
- Recreation Tab
 - Clubs – Alphabetical List; clubs by category < **your club listing is here**
 - Policies, Documents, Insurance Forms, Travel Waivers
- GVR Centers
 - GVR Facility Addresses and Information
 - Facilities & Amenities
- Governance – Governing Documents & Reports
 - GVR Bylaws
 - GVR Corporate Policy Manual (CPM), in particular Section VIII Clubs
 - GVR Meeting Calendar, Board & Committee information
- News and Info
 - GVRNow! Newsletter Archive
 - Eblast Archive
 - Facilities Updates

NEW GVR CLUB OFFICERS – SUBMIT UPDATED FORM

- When there is a change in officers during the year, immediately submit the GVR Club Officers’ Information form located on the website under Club Documents

CLUB RECORDS – LOCATE AND REVIEW

- Club Bylaws & Operating Rules, Code of Conduct
- Meetings Minutes, Committees, Meeting Room Reservations
- Budget, Bookkeeping, Tax Forms, Attendance Reports, Keys, Passwords
- GVR Annual Reports: Annual Agreement, Membership Rosters, Financials, Insurance, Inventory due in February each year
- Club Website – review your club website for updates

CLUB GRIEVANCE POLICY

- This policy provides guidance to address complaints and resolve conflicts within the club which applies to all club members. It is posted on the website in the Club Documents under Grievance Policy and Incident Report.