

1. ANNUAL MEMBERSHIP DIRECTORY
2. ANNUAL BREAKDOWN OF MEMBERSHIP FIGURES (ANY DATA AVAILABLE- BY MONTH, EVENT, AREA, FAMILY VS. INDIVIDUAL, ETC.)
3. LISTS OF DELETED NAMES
4. ANYTHING RELATED TO COSTS & PROBLEMS OF MEMBERSHIP CHAIR. (INCL. HOTLINE-- IS THIS STRICTLY 'MEMBERSHIP'?)
5. COPIES OF MEMBERSHIP MATERIALS USED AT EVENTS.

SECRETARY-

1. COPIES OF MINUTES.
2. COPIES OF AGENDAS.
3. NOTICES & MINUTES OF SPECIAL MEETINGS.

PUBLICATIONS-

1. NEWSLETTERS
2. INFO ON PRINTER(S) USED; (RATES, SCHEDULES ETC.)
3. DATA ON SUPPLIES USED (E.G. KROY MACHINE)

PUBLICITY-

1. PRESS RELEASES.
2. FLYERS.
3. COPIES OF NEWSPAPER ARTICLES- (DEPENDANT ON LUCK & INITIATIVE OF MEMBERS TO GET MOST OF THESE)

TREASURER-

1. COPIES OF BUDGET ESTIMATES, PROJECTIONS, STATEMENTS, ETC.
 2. COPIES OF ANNUAL FINANCIAL STATEMENTS.
LIST OF EXPENDITURES EACH YEAR- (GIFTS, PURCHASES, RENTS.....) (THE OLD CANCELLED CHECKS ?)
 4. MINUTES FROM BUDGET MEETINGS (IF NOT ATTENDED BY SECRETARY).
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