

GUIDELINES FOR RECORDS

1. Print out and give a copy of each member's web page from the CSADA website to each dealer to update the member's info and return to you. Do this annually, at the September meeting.
 2. Print out and give a copy of the "Members Exhibiting at other Shows" page from the CSADA website to each dealer to update and return to you. Do this annually at the September meeting.
 3. See that the website manager gets this information.
 4. When officers or committee personnel change, print a copy of the appropriate job description and give to that person.
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