

By-Law governing the Club's Executive Board of Directors

ARTICLE III - OFFICERS Section A. There shall be an Executive Board of the Club consisting of the President, Vice President, Secretary, Treasurer, and four Members at Large elected from the general Club membership. The responsibility of each officer shall be as follows:

President - The President presides over all Club meetings and is responsible for administration of all Club business; he/she is the principal liaison between the Club and the CA; he/she appoints committees as deemed necessary and ensures the financial and administrative integrity of the Club.

Vice-President - The Vice-President performs the duties of the President in the latter's absence and performs such other duties as may be assigned by the President.

Secretary - The Secretary keeps all records and minutes of the meetings of the Membership and Executive Board; conducts all correspondence relating to the Club; maintains a roster of the members, issues notices of all meetings, and furnishes the Association with such reports as may be necessary. The Secretary will ensure that the Secretary's records are retained for three (3) years and, upon leaving office, will pass the records to his/her successor.

Treasurer - The Treasurer monitors Club dues and other income collected by the CA and deposits with the CC/N other Club income and requests disbursement by the CC/N for Club expenses. Additionally, the Treasurer makes monthly financial reports to the Board and quarterly reports to the Club. The Treasurer shall also prepare the budget for the coming year for discussion and approval by the Board. The Treasurer prepares all financial reports required by the CA and represents the Club in all financial coordination with the CA. Financial procedures for collection, deposit and expenditure of funds will comply with the procedure outlined in the Administrative Policy for Chartered Clubs.

Member At Large Social Director The Social Director will plan, arrange, and manage all Bocce Club social events. He/She will work closely with the Club's Board for approval of all plans. All plans and approximate budget

must be presented in written form prior to announcement or expenditures.
Member At Large League Director

Member At Large The League Director will organize, direct, and train all League Managers. He/she is responsible for all League planning and Tournament planning and play.

Member at Large Membership Director - The Membership Director is responsible for all activities to grow membership for the Club. The Membership Director will book and staff the Chartered Club Fair and quarterly New Home Owners Orientations. He/she is the primary liaison between new members and the Club for scheduling of training and engagement of the new members into the Club's activities. He/she is responsible for the Name Tag purchase process.

Member At Large Webmaster The Web Master maintains the website; conducts the Club's correspondence to surveys and maintains the Club's website; post Club's minutes and newsletters to club membership; create calendar. He/she processes and publishes court reservation requests .