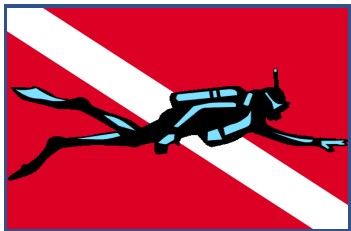


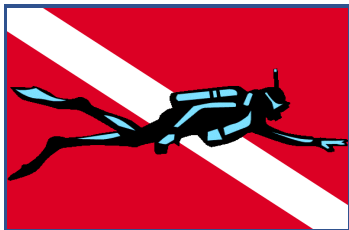
# **The Villages Scuba Club Board Elections**



# Overview



- **TVSC Board Elections are Held each March for 1 Year Terms.**
- **Election is by Simple Majority of members whose dues are current and who are present.**
- **Balloting may be by Show of Hands, Closed Ballot, or Electronic (emailed) Ballot, or any other means necessary.**
  - *Note – historically, voting has been conducted by members in attendance at March meeting. This is the plan for this year.*
- **Any resident of The Villages possessing a valid ID card shall be eligible for membership upon payment of annual dues.**
- **All Officers shall be Full Time Residents of the Villages.**

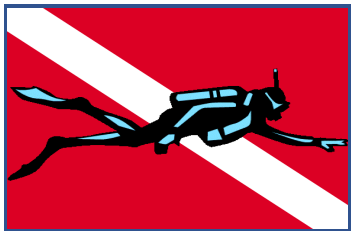


# TVSC Officer Responsibilities



**PRESIDENT**- Is the principal officer of the and exercises supervision and control of the business of the club. In additions fulfills the following duties and responsibilities:

- Promotes the welfare and progress of the club.
- Presides at all meetings of the general membership and all officer meetings.
- Appoints members to all committees and Chairman of the Nominating Committee.
- Is the ex officio voting member of all committees, except the Nominating Committee.
- Issues guidelines and directives to convey instructions necessary to fulfill duties of the office.
- Manages the Club web site. Ensures that information is updated, current and correct. Webmaster may be used. (*delegated to webmaster*)
- Submits an agenda to club officers for review and approval 2 weeks before meetings. Agenda to be distributed 1 week before the next scheduled meeting. (*delegated to Secretary*)
- **VICE-PRESIDENT**- The Vice-President assumes all rights and responsibilities in the absence of president and responsibilities assigned by the president



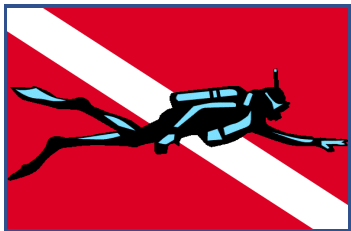
# TVSC Officer Responsibilities (Cont'd)

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## TREASURER-

- Responsible for custody of all financial records and property of the club, and keeps a records of all money, funds, and other assets. Submits monthly reports on all such accounts and presents such statement to the President prior to each scheduled meeting. The Treasurer, or his/her agent, dispenses funds as the club's business may require, taking proper vouchers therefore.
- All funds received by any person for the club shall be delivered to the Treasurer or such agent as the Treasurer may designate, who shall immediately enter them in the book of account and deposits such funds to the credit of the club.
- The Treasurer shall have an audit conducted of the books and records of the club each January for the prior calendar year by two (2) non-officer members in good standing. The audit to be completed by 20 January to be provided to the club membership in the February meeting.
- The Treasurer shall record all paid members, issues receipts and membership cards. A copy of the list of paid members shall be provided to the Secretary.



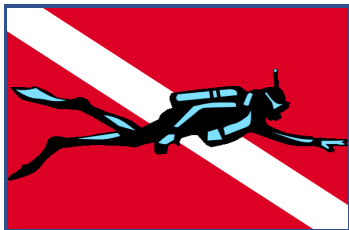
# TVSC Officer Responsibilities (Cont'd)

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## SECRETARY-

- The Secretary shall maintain minutes of all meetings of the membership and board, provide a copy to the officers prior to the next scheduled meeting and read approved minutes at the meeting.
- The secretary shall record the accepting of the minutes including who seconded the motion, and whether the minutes were approved or not.
- The Secretary shall maintain the list of all active, paid members including email addressees, addresses and phone numbers as provided by each member.
- The secretary shall keep all records such as sign-in sheets, meeting minutes, treasurer's reports, the club constitution and amendments, liability waivers, etc. The records are to be maintained for a period of no less than seven years.



# Club Officer Activities in Practice



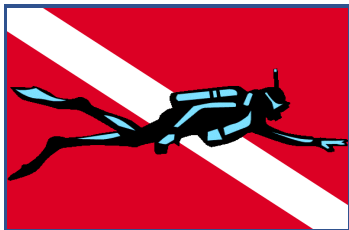
In addition to and in implementation of the formal duties of the Club Officers, the following activities are conducted by the club officers in execution and support of Club Activities.

## **PRESIDENT-**

- Represents TVSC at formal District Recreation HQ Lifestyle meetings.
- Conducts formal coordination with the District Recreation HQ for meeting sites and activities.
- Conducts scheduling and coordination of Jupiter and Riviera Beach Dives with JDC and Kyalami.
- Coordinates Blue Grotto and Devil's Den Dives.
- Currently prepares and prints Club membership cards.
- Coordinates and Participates in annual Outdoor Expo.

## **PRESIDENT(Cont'd)**

- Researches, prepares and presents 50-60% of meeting presentations.
- Attends 90-100% of all local Club dives: Jupiter, Riviera Beach, Springs, Etc.
- Works with New and Returning Divers to assist them in gaining more experience.
- Coordinates and executes TVSC RC Boat recovery operations with District Recreation HQ.
- Attends monthly Board and General meetings.
- Periodic Recon operations in support of club activities.



# Club Officer Activities in Practice (Cont'd)

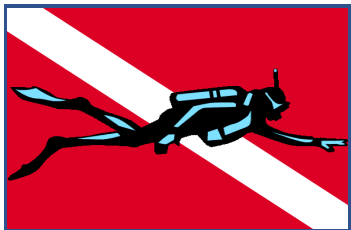


## VICE PRESIDENT-

- Plans and coordinates local and west coast dives: Rainbow River, Scalloping trips.
- Plans and implements the TVSC Annual Picnic.
- Plans and manages the Annual XMAS party.
- Participates in 80-100% of local dives: Jupiter, Riviera Beach, Springs., Etc.
- Manages activity Signup at all meetings.
- Executes TVSC RC Boat recovery operations
- Attends monthly Board and General meetings.
- Periodic Recon operations in support of club activities
- Participates in TVSC RC Boat recovery operations/
- Backs up President on his activities.

## TREASURER-

- Manage cash flow
- Act as audit liaison
- Monitor/maintain internal controls
- Approve invoices/receipts
- Minimize financial risk
- Ensure financial compliance
- Complete financial reporting
- Attends monthly Board and General meetings
- Occasional meeting presentations
- Occasional POC for local dive trips
- Participates in 80-90% of local dive trips
- Participates in annual Outdoor Expo
- Supports other board members, as needed



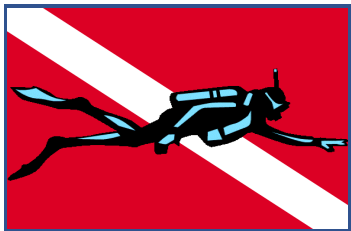
# Club Officer Activities in Practice (Cont'd)



## SECRETARY-

- **Manages website. Posts all events, including overnight trips.**
- **Manages Facebook membership. Posts all events, including overnight trips.**
- **Attends monthly Board and General meetings.**
- **Researches, prepares and presents ~25% of meeting presentations.**
- **Conducts scheduling and coordination of Jupiter and Riviera Beach Dives with JDC and Kyalami when standing in for normal POC.**
- **Coordinates Blue Grotto and Devil's Den Dives when standing in for normal POC.**
- **Participates in ~75% of local dives: Jupiter, Riviera Beach, Springs., Etc.**
- **Organizes ad hoc local trips (e.g, Circle of Heroes, Blue Heron Bridge Dives, Ginny Springs, Manatee dives at Rainbow River, etc.)**
- **Organizes annual Night Golf event.**
- **Supports board members, as needed.**





# Questions?

