

By-Law governing the Club's Executive Board of Directors, Revised 8/13/23

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 of the Bocce Club, you hold a leadership role with important responsibilities. Here's a simplified version of your duties:

Club Administration: You oversee club meetings and make sure rules are followed.

Leadership: You lead and guide club members, making decisions with input from the executive team.

Communication: You represent the club externally and keep members informed about activities.

Membership Management: You work with the Membership Director to recruit and retain members.

Financial Management: You manage the club's finances, budget, fundraising, and expenses.

Event Planning: You help plan and coordinate club events and tournaments.

Promotion: You promote the club through outreach, social media, and partnerships.

Risk Management: You ensure the safety of members and comply with regulations.

Conflict Resolution: You mediate conflicts within the club impartially.

Long-Term Planning: You contribute to the club's growth and development.

Vice President of the Bocce Club, your important role involves supporting the President and helping manage the club. Your duties include:

- 1. Assisting the President:** You collaborate with the President, attend meetings, and represent the club when needed.
- 2. Leadership and Delegation:** When the President is absent, you lead meetings and guide club members, overseeing committees and assigning tasks.
- 3. Club Operations:** You actively contribute to the club's day-to-day activities, coordinating with other officers and ensuring policies are followed.
- 4. Membership Engagement:** You welcome new members, help with recruitment and retention efforts, and foster a sense of community.
- 5. Event Planning and Execution:** You assist in planning and organizing club events, ensuring their success.
- 6. Communication and Promotion:** You help maintain effective communication within the club and promote activities through various channels.
- 7. Collaboration with Committees:** You work closely with committees to ensure smooth functioning and address challenges.
- 8. Continuity and Succession Planning:** You contribute to long-term stability and plan for future leadership transitions.
- 9. Supporting the President's Initiatives:** You actively support the President's vision and help implement new programs or improvements.
- 10. Representing the Club:** In the President's absence, you may represent the club in external meetings and events.

Your flexibility and adaptability are key to the success of the club.

Secretary of the Bocce Club, your essential role involves maintaining records, facilitating communication, and ensuring smooth club operations. Your specific duties include:

- 1. Meeting Management:** You schedule and organize club meetings in collaboration with the President or Board, sending out notices and preparing materials as asked by the Board.
- 2. Meeting Minutes:** You record detailed minutes during meetings and distribute them to members afterward.
- 3. Record Keeping:** You maintain and organize club documents and minutes.
- 4. Membership Management:** You assist in managing membership-related tasks.
- 5. Correspondence:** You handle club communications, including emails, letters, and inquiries.
- 6. Communication Liaison:** You act as a liaison between club officers, committees, and members, sharing information and updates.
- 7. Club Documentation:** You assist in preparing and distributing various club documents, such as agendas and reports as directed.
- 8. Archiving and Historical Documentation:** You preserve historical records and artifacts related to the club's activities and achievements.
- 9. Supporting the President and Executive Committee:** You provide administrative support to club leaders.

To excel as Secretary of the Bocce Club, attention to detail, organizational skills, and effective communication are essential.

Treasurer of a Bocce Club, your main responsibilities include managing finances, maintaining records, and ensuring financial stability. Your duties consist of:

- 1. Financial Record-Keeping: You keep accurate records of income and expenses, including membership fees and donations.**
- 2. Budget Preparation: You work with the executive committee to create an annual budget for approval.**
- 3. Financial Reporting: You provide regular financial reports to the executive committee and club members.**
- 4. Money Management: You handle club accounts and financial transactions according to policies.**
- 5. Membership Dues and Fees: You monitor the collection of dues and fees and assist with reminders, as directed by the CA.**
- 6. Expense Reimbursement: You process and document reimbursement requests from members.**
- 7. Financial Planning: You offer guidance on financial strategies and cost-saving measures.**
- 8. Fundraising and Sponsorship: You assist with fundraising events and manage sponsorships.**
- 9. Financial Compliance: You ensure compliance with financial regulations and maintain documentation.**
- 10. Financial Transparency: You keep members informed about the club's financial status and address any inquiries.**

Your role requires financial expertise and a focus on the club's financial well-being and transparency.

Membership Director of the Bocce Club, your main focus is on managing and growing the club's membership. Your duties include:

- 1. Membership Recruitment: You actively promote the club to attract new members through marketing, outreach, and social media.**
- 2. Membership Applications and Onboarding: You oversee the application process and ensure a smooth onboarding experience for new members.**
- 3. Membership Renewals: You manage the renewal process and communicate with existing members about renewals.**
- 4. Membership Database: Monitor CA reports of membership.**
- 5. Membership Communications: You handle member inquiries and provide information about club activities and policies.**
- 6. Member Engagement: You foster member engagement, community, and participation in club events.**
- 7. Membership Benefits: You work on enhancing membership benefits and services for members.**
- 8. Membership Surveys and Feedback: You gather member feedback to improve the membership experience.**
- 9. Membership Committee Support: You collaborate with the membership committee, if applicable, to support their activities.**
- 10. Membership Reporting: You provide regular reports on membership statistics and trends to the club's executive committee.**

Your role requires strong communication skills and a member-focused approach to ensure the club's membership base is thriving.

Social Director of the Bocce Club, your main responsibility is to organize enjoyable social events that bring club members together. Your duties include:

- 1. Event Planning: You lead in organizing club social events, collaborating with other committees and club officers.**
- 2. Event Coordination: You manage all aspects of event logistics, including budgeting and vendor coordination.**
- 3. Event Promotion: You promote events through various channels to maximize attendance and engagement.**
- 4. Member Engagement: You create opportunities for members to socialize and build connections.**
- 5. Collaboration with Committees: You work with other committees to integrate social elements into their initiatives.**
- 6. Member Feedback: You gather member feedback to improve future events and activities.**
- 7. Budget Management: You work with the treasurer to set budgets and manage event expenses that will be approved by the Board.**
- 8. Event Evaluation: You assess event success and make improvements based on feedback.**
- 9. External Relations: You may develop relationships with external partners to enhance social offerings.**
- 10. Teamwork and Support: You collaborate with the club's executive committee and support other club directors.**

Your role requires strong event planning skills and creativity to foster a welcoming and inclusive social atmosphere for club members.

Webmaster of the Bocce Club, your main role is to manage the club's website and online presence. Your duties include:

- 1. Website Development: Created by the CA.**
- 2. Content Management: You update the website regularly with accurate and relevant information. Maintain Bocce Calendar.**
- 3. Website Security: Taken care of of by CA**
- 4. Search Engine Optimization: Taken care of of by CA**
- 5. Integration of Online Tools: You incorporate various online tools to enhance functionality.**
- 6. Website Analytics: Taken care of of by CA**
- 7. Website Accessibility: You ensure the website is accessible to all users, including those with disabilities.**
- 8. Integration with Other Systems: Taken care of of by CA**
- 9. Online Communication: You facilitate online communication with club members and the public.**
- 10. Continued Learning: You stay updated with the latest web design trends and technologies.**

Your role requires technical proficiency and attention to detail to effectively manage the website and enhance communication with club members and the public.

League Director of the Bocce Club, your main responsibilities include:

- 1. Knowing the rules of bocce and ensuring compliance during tournaments and leagues.**
- 2. Planning and scheduling tournaments and leagues, including venue selection and equipment coordination.**
- 3. Handling registration and communication with participants, sharing important information.**
- 4. Appointing officials or umpires to oversee matches and resolving disputes if needed.**
- 5. Keeping accurate scores and records throughout the events.**
- 6. Coordinating venue setup and maintenance to meet required specifications.**
- 7. Ensuring player safety and fair play standards are followed.**
- 8. Managing prizes and awards for outstanding performances.**
- 9. Promoting events to attract participants and spectators.**
- 10. Continuously seeking improvements based on feedback and experience.**

Your role may involve delegating some tasks to assistants, and specifics may vary based on the event's size and Club criteria.