

CCTHC OFFICER HANDBOOK

The following succession policy should be considered throughout the club year as new board members and officers are considered.

8/12/2015

CAPE CORAL TARPON HUNTERS

BOARD AND OFFICERS SUCCESSION POLICY

PURPOSE: To delineate the process for filling board members seats and selection of officers.

RATIONALE: To promote shared governance of the club by moderated turnover of the board and officers. To avoid "critical mass" simultaneous departures of board members and officers. To avoid "high risk" selection decisions.

GOALS:

1. Evaluation of potential board members (and future officers) should begin at the start of the season and during the events where club members may share their work ethic, organizational skills and enthusiasm for the club.
 - It is suggested that the board have a two man screening committee to prepare the slate and confirm it's in compliance with this policy.
 - Per the by-laws, the entire board acts as the nominating committee, and not just the Vice President.
 - At least one of the incoming board members should be qualified to be a future club President.
2. Comply with the by-laws of the club.
3. Open and transparent process to officers/board members and nominees.
4. Turn over 2-3 positions per year maximum.
 - The first turnover position would nominally be the outgoing Past-President. The exception might be if the outgoing past president were moving to the role of another officer.
 - It is recommended that any officer turnover be filled by an existing board member.
 - It is recommended that any incoming board members serve a minimum of 1 year on the board before filling an officer position.
 - The Vice President slot must be filled by a sitting officer or board member.

Following the guidelines set forth provides a succession path for seasoned board members /to officers /to VP / and then President.

JANUARY- Vice-President reserves/pays deposit on banquet

.CLINIC PRESS RELEASE TARPON FISHING CLINIC

Presented by: Cape Coral Tarpon Hunters Club Open to the public

FEBRUARY SEMINAR:

Tarpon Fishing Clinic, 2015 February 19, 2015

1ST GENERAL MEETING: March 19, 2015

2ND GENERAL MEETING: April 16, 2015

3RD GENERAL MEETING May 21, 2015

4th General Mtg. June 18, 2015

5TH GENERAL MEETING July

6th GENERAL MEETING August 20,2015

7th Last General membership meeting Sept. 17th. Vote for next year's board, Banquet info. Pizza.

Special banquet board meeting,

Final standings and awards: trophies and shirts: pick up remaining raffle prizes: finalize banquet preparations.

Sept. 19, last General Hunt

Sept. 30th ,Last Day Challenge

Sept. 30th, Season ends at midnight

October 6th board meeting (If the board needs to meet, will need a location, or will the October 9th meeting suffice, question to the board?)

NOVEMBER- Treasurer to Yacht club sets up dates and pays insurance for following year

Cape Coral Tarpon Hunters

Duties of the President:

- Serves at the pleasure of the board.
- Selects a Vice President that will become the next year president (the VP will be selected from existing board members).
- Serves as a mentor to VP
- Selects the Secretary, Treasurer and Sgt.- At Arms.
- Ensures that by-laws are followed by the board
- Assigns members to various committees: Rookie hunt coordinator; sunshine; club historian; guest speaker coordinator; special pops; award & trophies ; banquet location; beach club shootout; audit of financial records
- Sets the agenda for board meetings, preferably via email prior to each meeting
- Serves as emcee/ host at monthly general meetings
- Coordinates the February "Fishing clinic/seminar" as well as promotion of same, or selects a coordinator for said duties
- Serves as emcee/ host at the annual picnic; banquet
- Is responsible for distribution of keys to storage lockers
- Provides guidance to VP and committees concerning important dates to effect successful programs

Duties for the Secretary

The secretary duties consist of the following:

Board meeting duties:

The secretary will take minutes of the board meeting. Date, members present, treasurer's report, items of discussion and time adjourned. Provide a copy of minutes to each board member by e-mail. Place a copy in the secretary's file box for future reference.

Membership:

The secretary will prepare/distribute membership packets, membership applications membership cards, and name tags.

- February fishing seminar

- Each of the monthly meetings

Membership packets are to be given to new members only and the packet will contain:

- Membership application
- Letter from the current president
- Rookie information sheet
- Boundary chart
- Club decal
- Tarpon weight calculator
- Current year membership card

Other duties:

- Secretary will attend all Monthly Board Meetings, Special Pops Outing, Annual Club Picnic, and Banquet. If unable to attend any of these events he will notify either the President or the Vice-President, so a replacement can be secured in time.
- Secretary will purchase any items that are needed to fulfill the tasks of the office and present all receipts to the treasurer for reimbursement, such as printer paper, printer ink, stamps, envelopes and etc.

The secretary shall maintain a file copy of the following for future reference:

- Board meeting minutes
- Calendar
- Club roster
- Boat US – Cooperating group program # GA82472B
- And any other information that is of value to the club

Top ten committee

- Responsible for getting sizes of top ten shirts and ladies division to be presented at the annual club banquet.
- Responsible for having top 10 shirts ready at the banquet for club members that are being given a recognition award for being in the top 10 and the ladies division.

Duties for the Sergeant-At-Arms

The sergeant-at-arms duties consist of the following:

Runs the 50/50s for:

- The February fishing seminar
- Each of the monthly meetings
- The annual club picnic

The sergeant-at-arms sells club tee shirts, hats, patches and decals:

- at the annual fishing seminar
- each of the monthly meetings
- at the annual club picnic

At the beginning of the season the sergeant-at-arms lays out \$100.00 as seed money for the 50/50s and \$100.00 for the clothing sales. This is to get the season started for both 50/50s and clothing sales. This money is reimbursed to the sergeant-at-arms from the 50/50 money he collects at the end of the fishing seminar. He then maintains a \$100.00 fund for both the 50/50 and the clothing fund until the last meeting of the season. If there is any money made at the end of any event, the proceeds go to the treasurer at the end of the event. The sergeant-at-arms maintains a list of all clothing items such as club tee shirts, hats, patches and decals.

The clubs inventory includes the following:

- Regular club tee shirts in all sizes
- Bronze colored 10 fish tee shirts in all sizes
- Silver colored 25 fish tee shirts in all sizes
- Gold colored 50 fish club tee shirts in all sizes
- Gold colored 100 fish Master Angular tee shirts in all sizes
- Gold colored 200 fish Grand Master tee shirts in all sizes
- Club hats with the Cape Coral Tarpon Hunters Club logo embroidered on them, club patches, and club decals, etc.

Club tee shirts sizes are: medium, large, extra large, double extra large and triple extra large.

Screen Print Plus located in Cape Coral has all the designs and color choices for tee shirts, hats, and patches.

Sergeant-at-arms makes sure invited guest speakers are given a choice of either a hat or a shirt as a thank you for speaking at the monthly meeting.

Sergeant-at-arms is responsible for having shirts ready at monthly meetings for club members that are being given a recognition award for a certain number of fish.

Sergeant-at-arms is responsible for getting sizes and having Ex-Rookie award tee shirts available to be presented at the annual club banquet.

Banquet duties:

- The sergeant-at-arms sells tickets for door prizes at the annual banquet.
- Sergeant-at-arms maintains a list of past banquet contributors with addresses and contacts.
- Sergeant-at-arms sends out banquet donation request letters to any contributors that the board members decide. These letters need to be sent to contributors by the middle of July with a "please respond" date within two months included in the letter. This gives the board time to solicit any other places or purchase gifts for the banquet.
- Sergeant-at-arms makes contact with special awards contributors, either personally, or through Roy Bennett as the Jo Hardwick contact, and Jerry Geyer as the Bill Wallis contact.
- Any donations received by sergeant-at-arms, board members or any other club member will be held by the sergeant-at-arms until the night of the banquet.
- Sergeant-at-arms will provide a list of all banquet contributors. He will give a list to the Web Master for publication on the web page, and will also provide a list for each banquet table.

- Sergeant-at-arms sends out thank you letters to all contributors within one week after the banquet
- A separate thank you card is hand written to Bill Wallis, Jo Hardwick, and who ever sponsors the mens and ladies trophies within one week after the banquet.

Other duties:

- Sergeant-at-arms will attend all Monthly Board Meetings, Special Pops Outing, Annual Club Picnic, and Banquet. If unable to attend any of these events he will notify either the President or the Vice-President, so a replacement can be secured in time.
- Sergeant-at-arms will hold a key to the storage locker at the Cape Coral Yacht Club building so that he may store shirts, patches, and any other items needed to fulfill the tasks of the office.
- Sergeant-at arms will purchase any items that are needed to fulfill the tasks of the office and present all receipts to the treasurer for reimbursement, such as printer paper, printer ink, stamps, envelopes, club tee shirts, etc.

Duties of treasurer

Deposit all moneys that the club receives

Pay all bills of the club

Balance check book each month and at end of year

Go to post office pick up mail and bills

Go to yacht club in late nov to set up dates and pay insurance for the following year