

## President's Duties/Timeline

General Duties: Oversee general club business and act as main representative of the club, provide direction with respect to objectives, ensure decisions of board are implemented and executed.

### Season End – January 1:

- Create club calendar for upcoming year
  - o Use prior year as base, confirm meeting space first.
- Secure space for regular meetings
  - o Execute contract for Lake Kennedy.
- Publicity regarding Intro Meeting
  - o Contact J. Griffiths, Local newspapers and organizations.

### February – September 30

- Create Agendas for board meetings
  - o Set topics and goals
- Preside over monthly board meetings
  - o Ensure meetings progress smoothly
- Create presentation for regular meetings
  - o PowerPoint
    - Prior forms serve as base of topics
  - o Create program
    - Review prior year PowerPoints to determine rough agenda
  - o Ensure speakers available
- Preside over regular meetings
  - o Set up projector, meet speakers, run the meeting
- Picnic
  - o Monitor planning progress
- Pizza meeting
  - o Ensure pizza is ordered

### Banquet

- Introduce Vice President to Palmetto Pines contact
- Ensure progress of shirts, awards, sponsorships, donations, comps, menu, dessert and handle as appropriate.
- Prepare banquet script.
- Host banquet

## **CCTH VP RESPONSIBILITIES**

- Fill in for President as needed
- Planning and logistics for club picnic in April including venue, food, invitations, seating, etc
- Planning and logistics for pizza party in conjunction with Sep general mtg
- Planning and logistics for annual awards banquet including
- Compile seating chart with consideration of attendee request and work with venue to position tables
- Provide seating chart and menu selection summary to selected venue 2 weeks before event
- Order sheet cake 1 wk plus prior to event

## **CLUB TREASURER DUTIES**

- Maintain Club checking account and report account balance at monthly Board Meetings, with a summary of money collected and money spent line items.
- Pay invoices/bills in timely manner. (PO Box annual fee, Hall rental for monthly meetings, Annual picnic, Awards Banquet)
- Monitor PO Box for incoming mail. (Banquet reservations, Dues membership applications, misc. CCTHC mail)
- **Membership Dues:** Collect applications at PO Box or at monthly meetings, verify dollar amounts are correct, Distribute applications to Board Members for approval, Deposit checks/cash into bank account.
- **Banquet Reservations:** Collect reservations at PO Box, verify dollar amounts are correct, Distribute to Board president for seating, Deposit checks into bank account, reconcile with banquet venue.
- **Audit:** Prepare financial statement for annual internal audit.

## WEBMASTER DUTIES

.Attend board and regular meetings

.Email the membership with information the board officers (leadership) wish to share. **(This does not have to be done by the Webmaster as I take the emails directly from the roster which is available to all of us on the website.)**

.The club's master database is in the form of a spreadsheet. The Webmaster maintains this database by: 1) adding new member info and deleting member's info who are not renewing, 2) updating annual tarpon release information for each member, 3) maintain lifetime totals for each member.

.Maintain a current ROSTER of active members, This info is a subset of the master database.

.Maintain current FISH REPORT in both spreadsheet and .pdf format. This entails: 1) receiving daily release reports from the membership **(fyi, Bob Thomas has the website set up to provide him a copy of each release report as well)**, 2) acknowledging receipt of each report to the member submitting it, 3) serving as first reviewer of the validity of each report and advising leadership if there is a question as to validity.

.Historically the club has only allowed one person to have access to our website on [Wix.com](https://www.wix.com) in an effort to maintain proper order. The website is dynamic in nature as it must be updated on a daily basis throughout the season. This is in order for members to obtain the absolute latest information as to where the tarpon are, what bait is being used to jump them, and what time of day is best. In this regard the Webmaster performs all website duties which include:

.Maintain current FISH REPORT and ROSTER,

.Maintain current FISHING BUDDIES info,

.Maintain current board member contact info.

.Maintain club calendar,

.Prepare a new RESULTS page with end of season info,

.Maintain MEMBERS LIFETIME TOTALS page,

.Add annual BANQUET page with photos