

# LANARK VILLAGE BOAT CLUB BOARD POSITIONS -DUTIES AND RESPONSIBILITIES



*The following board position descriptions are taken from the Lanark Village Boat Club, Inc. (LVBC) by-laws. Each position presents an overview of the previous month's and proposed/planned activities in their area, at the monthly Board/Members meetings which are held the third Thursday of each month at 6:30 pm. The Board Members contact information will be posted at the LVBC website at [LANARKBOATCLUB.COM](http://LANARKBOATCLUB.COM).*

**Commodore:** Presides at all Board/Member meetings. Is an ex-officio member of all board positions and committees and shall carry on other responsibilities assigned to him by the By-Laws and the Board of Directors. Assists in keeping the website up to date.

**Vice Commodores (2):** 1<sup>st</sup> Vice Commodore assists the Commodore and in the Commodore's absence or incapacity, shall perform the duties and have the powers of the Commodore. In case of absence or temporary incapacity of the Commodore or 1<sup>st</sup> Vice Commodore, the 2<sup>nd</sup> Vice Commodore shall perform the duties and have the powers of the Commodore.

**Secretary:** Shall have custody of all records except the Treasures books and Membership records. The Secretary takes minutes at each board meeting and presents the previous meetings' minutes at the start of each Board/Members meeting.

**Treasure:** Shall keep all accounts and charge of funds in a bank; review monthly invoices and prepare monthly expense payments (checks) for signature and send payments; disburse funds of the Club under the Board of Directors; prepare and present at each meeting a monthly statement of expense and balances, and assemble fiscal records for auditing in January.

**Membership:** receives applications; presents new member applications to Board for approval; sends membership cards out; keeps electronic list of all members (with contact information and volunteering activities); assists with the web-site (application and other forms).

**House and Grounds:** Coordinates necessary maintenance activities on building and all grounds. Solicits for contractual services as directed by the Board for activities/projects that are outside the scope of volunteers. Works with the Dock Master on coordinating ramp and dock work as applicable and compiles lists of tasks that can be completed by volunteers or slip renters.

**Ways and Means:** Coordinates and utilizes volunteers for the various events held throughout the year: i.e., monthly Pancake Breakfast; and annual events: New Year's Day, Mother and Father's Day, Fourth of July, Memorial and Labor Day, Bazaar and the Christmas Party. Oversees member uses of the building/grounds.

**Dock Master:** Responsible for care, upkeep and operations of docks and boat ramp. Processes slip rental and annual ramp pass applications and provide passes, assign slips, tracks slip renters donation hours and coordinates with the House and Grounds and the Ways and Means to develop tasks lists.

**Directors At Large (2):** Individuals in this positions are available to assist with any other Board position activities as requested.