



# LANARK VILLAGE BOAT CLUB

## MEMORANDUM

To: Resident Members Re: Election of Officers  
From: Commodore via email Date: November 18, 2022

As a Resident Member of the Lanark Village Boat Club, being a Board Member is an opportunity to help ensure that the Boat Club continues to operate in the best interest of all of its members. You may have some great ideas to share regarding its current operations, or maybe how to increase the number and type of events to be offered for members, or even implement new initiatives.

If you have been a member for at least a couple of years you know several Board members have continued in a position for a few years and would like to give other members an opportunity to contribute.

Therefore, at the upcoming December 15<sup>th</sup> Board/Members meeting, to be held at 6:30 pm, the Board of Directors for 2023 will be voted on by attending resident members. This is a chance for you to help in chartering the course for the future. There are very few places like the Lanark Village in Florida. We need to ensure that it stays as unique as it is now

Provided in this memorandum is more information regarding the nomination process for becoming a member of the Board along with a condensed Position Description to give you an idea of what those positions entail.

So, what do you do now? Contact a current Board Member (most contact info is on website) if you have any questions about a position.

Sincerely,

Kip Johnson  
Commodore

# Notice to Resident members of the Boat Club!

## Time to consider being on the 2023 Board of Directors.

### ALL BOARD POSITIONS ARE OPEN FOR BEING ELECTED TO

**Commodore      1<sup>st</sup> Vice Commodore      2<sup>nd</sup> Vice Commodore      Secretary**  
**Treasurer   Membership      House and Grounds      Ways and Means   Dock Master**  
**1<sup>st</sup> Director At Large      2<sup>nd</sup> Director At Large**

*The Boat Club is a smooth-running organization with written operational procedures. Each position usually only requires a few hours of work during a month and reports at each Board/Members monthly meeting held the third Thursday at 6:30 pm.*

*Reference the included "Position Description" for more position information.  
The current Board Member will be available to work with you in the transition.*

If you are interested in serving, either a) contact one of the Nominations Committee members to submit your name and interested position:

- Pat Funderburk (chairperson) at 404-314-9885 or by email [p.funderburk@yahoo.com](mailto:p.funderburk@yahoo.com)
- Gail Relyea at 478-747-5643
- Norm Gempel at 850-510-4671 or by email at [gonefishinginc@gmail.com](mailto:gonefishinginc@gmail.com)

Or b) attend the Board/Members meeting on December 15<sup>th</sup> at 6:30 pm and be nominated from the floor by another Resident member.

*In addition to operating the ramp and dock facilities, the Boat Club hosts the following events (staffed by volunteers) for members and the public:*

**Monthly Pancake Breakfast   New Year's Day   Memorial Day   Labor Day 4<sup>th</sup> of July**  
**Spring & Fall Bazaar      Octoberfest      Resident Member Christmas Party**

➤ *Note that the clubhouse and grounds are also be available for member use. <*

Questions? Visit us at <http://lanarkboatclub.com/> & the use the "Contact Us email link.

## Boat Club Board Position Descriptions

**Commodore:** Chairs Board/Member meetings; oversees all board positions/committees and has delegation authority. Represents the Boat Club for all business-related activities. *Should be familiar with Word type/related software.*

**Vice Commodores (2):** Vice Commodores (1<sup>st</sup> and then 2<sup>nd</sup>) assist the Commodore as delegated and in his absence shall perform the duties and have the powers of the Commodore

**Secretary:** Takes meeting minutes and presents them at the next Board /Members meeting along with any new correspondences or business activities. May assist in keeping the website up to date. *Should be familiar with Word type/related software*

**Treasure:** Oversees bank accounts; processes monthly invoices (average 6 payments- rest are autodeductions); reimbursement for out-of-pocket expenditures. Works with contracted accountant using fiscal program/software for preparing monthly statement of fiscal activities and funding status and assembles fiscal records for tax preparer (CPA). *Should be familiar with Excel type/related software.*

**Membership:** Processes members applications; presents resident applications to Board for approval; sends membership cards out; keeps electronic list of all resident members (contact information & volunteering activities). May assist in keeping the website up to date. *Should be familiar with Excel type/related software.*

**House and Grounds:** Coordinate's maintenance activities on building and all grounds utilizing members or contracts services for activities/projects that are outside the scope of volunteers. Works with the Dockmaster on a running lists of tasks/work projects for slip renters to meet required hours.

**Ways and Means:** Coordinates the various events (monthly and annually) that the Boat Club holds throughout the year utilizing volunteer members (receives volunteer contact information from Membership Chairperson). Oversees member uses of the building/grounds (premises). Works with secretary on updating website.

**Dock Master:** Responsible for care, upkeep and operations of docks and boat ramp. Processes applications for slip and watercraft storage rack rental and annual ramp pass (provide passes); tracks slip renters required hours and coordinates with the House and Grounds and the Ways and Means to develop tasks lists. *Should be familiar with Excel type/related software.*

**Directors At Large (2):** Ideally is in liaison with other Lanark community organizations and updates the Board on any planned community activities or requested support. Reports on other local area events/activities being held within the immediate future.