



LANARK VILLAGE BOAT CLUB

MEMORANDUM

To: Resident Members

Re: Election of Officers

From: Commodore

Date: November 18, 2021

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 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 16th Board/Members meeting, to be held at 6:30 pm, the Board of Directors for 2022 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 for the residents of the area (Sopchoppy Hwy to the east and Lake Morality Road to the west).

Here are the Board positions:

Commodore	1 st Vice Commodore	2 nd Vice Commodore	Secretary	Treasurer
Membership	House and Grounds	Ways and Means	Dock Master	1 st Director at Large
2 nd Director at Large				

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 and have a conversation (most contact info is on website or you can contact me and I can provide) . That is the starting point.

I may be reached at (850)510-4671 or at Gonefishinginc@gmail.com

Sincerely,
Commodore Norm

Attachments

Lanark Village Boat Club

P.O. Box 504

Lanark Village

Florida 32323

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LANARK VILLAGE BOAT CLUB



2022 BOARD OF DIRECTORS NOMINATION & VOTING PROCESS

The Lanark Village Boat Club Incorporated (Boat Club) was formed in 1961 as a non-profit social club and continues to be an important part of the Lanark Village community.

If you are interested in serving on the Board of Directors, it's easy to get on board. Either:

- Contact one of the Nominations Committee members to submit your name and position:
 - Pat Funderburk (chairperson) at 404-314-9885 or by email p.funderburk@yahoo.com
 - Gail Relyea at 478-747-5643
 - Norm Gempel at 850-510-4671 or by email at gonefishinginc@gmail.com
- Or attend the Board/Members meeting on December 16th at 6:30 pm and be nominated from the floor by another member.

This is a great opportunity for you to make sure that the Boat Club continues to be a sustainable organization and ensure that the amenities afforded to its members will continue to be made available. This is your Boat Club.....Help support it.....because:

In addition to operating the boat launching and dockage facilities, the Boat Club hosts the following events for members and the public:

New Year's Day Memorial Day Spring and Fall Bazaar Mother's and Father's Day 4th of July
Labor Day Monthly Pancake Breakfast Resident Member Christmas Party Christmas Day Dinner

These events are manned by volunteer members. Without members these events would not be held. Want to know more? Visit our website at <http://lanarkboatclub.com/> ; send an email question through the website; contact any current Board member or contact me Commodore Norm.

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Position Descriptions of Boat Club Board

All Board positions provide an overview of the previous month's activities related to that position at monthly Board/Members meetings held the third Thursday at 6:30 pm.

Commodore: Presides at all Board/Member meetings. Is an ex-officio member of all board positions, committees and shall delegate or perform additional responsibilities as needed. Executes formal operational applications and other organization business-related activities. *Should be familiar with Word type/related software.*

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

Secretary: Takes meeting minutes and presents the previous meetings' minutes at the start of each Board /Members meeting along with new activities. Shall have custody of all correspondences, meeting minutes and formal operational documents. Assists in keeping the website up to date. *Should be familiar with Word type/related software*

Treasure: Oversees all accounts of bank funds; reviews monthly invoices (have numerous auto-paid vendors) and makes monthly payments (averages - 6), disburses reimbursement for approved out-of-pocket expenditures. Prepares a monthly statement of income and expense (with assistance from an accountant who uses Quickbooks); 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 (with all contact information and available volunteering activities) and assists in keeping the website up to date (applications). *Should be familiar with Excel type/related software.*

House and Grounds: Coordinate's routine maintenance activities on building and all grounds with volunteer members and as necessary, contracts services for activities/projects that are outside the scope of volunteers. Works with the Dockmaster on coordinating 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): Individuals in this position are available to assist any Board position along with activities or additional tasks as requested by the other Board chairpersons or assigned by Commodore. Acts as a liaison with other Lanark community organizations to update the Board on any other planned community activities.

Only resident members may serve on the Board and elections are held every year

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