

CURRENT CLUB OFFICERS

President:

Name DAVE ELLIS
Address 12894 VENITO TRAIL
Telephone Number 317-674-4008

Vice President & Social Bocce Director:

Name DOUG BINGHAM
Address 16131 BROOKMERE AVENUE
Telephone Number 317-674-4012

Secretary-Treasurer:

Name MARY CARMEL LOFTUS
Address 16049 MARSALA DRIVE
Telephone Number 317-219-5717

Bocce Leagues Director:

Name TERRY PRINCE
Address 16081 MARSALA DRIVE
Telephone Number 317-485-4669

2. The term of office for the above named President is from October 1, 2011 to October 1, 2013.

The term of office for the above named Vice President & Social Bocce Director is from October 1, 2011 to October 1, 2012.

The term of office for the above named Secretary-Treasurer is from October 1, 2010 to October 1, 2012.

The term of office for the above named Bocce Leagues Director is from October 1, 2011 to October 1, 2013.

3. The current duties for the above offices are attached on page 2 of this document.

Terry Prince

Terry Prince – Club President

9/15/2011

Date

**BRITTON FALLS BOCCE CLUB
(Charter Club)**

EXECUTIVE BOARD OFFICERS' DUTIES

PRESIDENT

- **Serve as the primary Club interface with the Britton Falls Activities Director and HOA, such as, meeting facilities, Bocce Club facility reservations, court improvements & maintenance, external food service arrangements, etc.**
- **Preside at Bocce Club meetings & Club Executive Board meetings,**
- **Coordinate the overall planning & scheduling of Club activities at Britton Falls.**
- **Coordinate Bocce Club activities external to Britton Falls, such as, matches with other bocce clubs.**
- **Establish Club standing committees (such as Finance, Safety, etc.), if needed, and appoint committee chairpersons.**

VICE PRESIDENT & SOCIAL BOCCE DIRECTOR

- **Be prepared and assume President's duties should the President be unable to carry out any/all duties. Replace President upon resignation or loss of long term ability to serve as President. Stand in for or assist President in carrying out duties as needed.**
- **Responsible for all Social Bocce activities available to Britton Falls residents / Bocce Club members / guests. Coordinate Bocce Club activities relative to Social Bocce play, special non-league bocce events (such as shootouts, charity events, parties, clinics, etc.), social events, Social Bocce communications, etc.**
- **Establish Social Bocce support committees / coordinators as needed, such as, Shootout Social Committee and End-of-Season Party Committee.**

TREASURER

- **Responsible for controlling & recording Club revenues & expenses and to oversee the purchase & recording of all Club assets, inventories & supplies.**
- **Set up / maintain Club bank checking account, deposit all Clubs funds in the bank account, pay all expenditures by check, obtain receipts for all expenditures and file them with a copy of the check.**
- **Issue an annual financial report and maintain Club records for 3 years.**

BOCCE LEAGUES DIRECTOR

- **Responsible for all organized bocce league activities available to Bocce Club members.**
- **Coordinate Bocce Club activities relative to leagues & tournaments, signup, scheduling, team formation, records, league fees, communications, etc.**
- **Establish league support committees / coordinators as needed such as, League Substitute Coordinators, League Team Formation Committee, etc.**

BOCCE CLUB COMMITTEES (IMPLEMENTED AS NEEDED)

BOCCE END-OF-SEASON PARTY COMMITTEE

The Committee shall consist of a chairperson and sufficient Club members chosen by the chairperson to implement the annual social event.

The Committee consists of:

Chairperson –

Committee Members:

Committee duties:

- Decide on the food/refreshments and how they are to be supplied.
- Determine and collect any event fees required to cover the cost of the event, deposit fees in Club bank account, and secure a check from the Treasurer for expenses.
- Reserve, set up, and restore back to original condition any facilities needed for the event.

BOCCE SHOOTOUT SOCIAL COMMITTEE

The Committee shall consist of a chairperson and sufficient Club members chosen by the chairperson to implement the annual social event.

The Committee consists of:

Chairperson –

Committee Members:

Committee duties:

- Prepare the signup slips for the participants.
- Draw names, notify players when & where to play, collect winners' slips, and announce each new round of competition.
- Decide on the refreshments and how they are to be supplied.
- Determine and collect any event fees required to cover the cost of the event, deposit fees in Club bank account, and secure a check from the Treasurer for expenses.
- Reserve, set up, and restore back to original condition any facilities needed for the event.

LEAGUE TEAMS FORMATION COMMITTEE

The Committee shall consist of the previous year's team captains with the Bocce League Director serving as the Chairperson.

Committee duties:

- Form teams for each league in a fashion that teams are balanced as much as possible.

FINANCE COMMITTEE

The Finance Committee shall consist Club's Executive Board with the President serving as the Chairperson.

The Finance Committee has the following duties:

- Estimate the annual expenditures, form an annual budget, and determine annual membership fees.
- Assure all Club financial records and reports meet the requirements of the Club bylaws and the HOA Chartered Club Operation Manual.

SAFETY COMMITTEE

The Safety Committee shall consist Club's Executive Board and all team captains with the President serving as the Chairperson.

Each member of the Safety Committee has the following responsibilities:

- Assure Cub activities are conducted in a safe manner.
- Immediately report any accident during a Club activity to the Chateau front desk for an accident report to be completed.
- Report any accident to the Club President for a Club report to be made.
- Assure participants in Club activities behave in a manner as to not cause an accident or damage facilities.