



VILLAGES BOCCE CLUB BOARD MEMBER DUTIES

This document is intended for use by Board Members and Club Members

This document is available on the Bocce Club Website: <http://bit.ly/BocceBoardMemberDuties> and in the kiosk at the Bocce Courts.

Table of Contents

DUTIES OF THE PRESIDENT:	2
DUTIES OF THE VICE PRESIDENT:.....	3
DUTIES OF THE SECRETARY:	4
DUTIES OF THE TREASURER:	5
DUTIES OF THE MEMBERSHIP DIRECTOR:.....	8
DUTIES OF THE INFORMATION TECHNOLOGY (IT) DIRECTOR:	9
DUTIES OF THE PUBLICITY DIRECTOR:	11
DUTIES OF THE TOURNAMENT DIRECTOR:	12
DUTIES OF A TOURNAMENT COORDINATOR:	13
DUTIES OF THE COURT MANAGER.....	14
DUTIES OF THE SOCIAL DIRECTOR or SOCIAL COMMITTEE CHAIRPERSON:	15
DUTIES OF THE BASH DIRECTOR:.....	16
DUTIES OF THE FUNDRAISER DIRECTOR:	17
CURRENT VOLUNTEER POSITIONS:.....	17

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE PRESIDENT:

- 1) Bylaws - Ensure adherence to Bocce Club Bylaws.
- 2) Board Meetings – Chair the Board of Director meetings according to accepted rules of order. Board meetings are pre-scheduled for the second Tuesday of each month at 1:00pm.
 - a. Agenda - Prepare an agenda which is emailed to all Board Members prior to the board meeting.
 - b. Meeting Room - Ensure the booking of the monthly board meeting room is published in the Villager Calendar by entering this information in the Villages Master Calendar.
 - c. Key - Obtain the key for the conference room from Villages Office and return after meeting.
 - d. Voting - Ensure proper voting methods are used at each Board meeting.
- 3) Board Directors - Assist other Directors where needed.
- 4) Annual Event Calendar -
 - a. August timeframe: create the calendar for the following year.
 - b. November timeframe: publish on the Bocce Club website and send by email blast to all members and post a copy in the Bocce cabinet prior to the end of the year.
- 5) Villages Master Calendar -
 - a. August timeframe: ensure that required bookings for the Gazebo, Clubhouse or additional Conference Rooms are entered into the Villages Master Calendar for the following entire year.
- 6) Annual General Membership Meeting - Plan and prepare agenda for the November meeting. Prepare and present an annual “State of the Bocce Club” report.

Committees - Responsible for forming committees, on an as needed basis, throughout the year. The President will set the objectives, authority level, and members of each committee. Committee duration is no more than one year but can be re-authorized in a following year by the then-President. Committees may include, but are not limited to, programs for Social Events:

 - a. Installation Event program to include Tournament Calendar for the year, new board members, retiring board members, installation committee and a general thank you.
 - b. Awards Event program to include winning teams, captains etc. This program to be coordinated with data from the Tournament Director.
- 8) Computer skills are required for this position.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE VICE PRESIDENT:

- 1) Chair Board of Director meetings in the absence of the President.
- 2) Assume responsibilities as directed by the Bocce Board President.
- 3) Assist other Bocce Board members as required.
- 4) Assist in special committees as needed.
- 5) Organize nomination committee for the coming year.
- 6) Organize orientation for new board members.
- 7) Be a mentor as needed, help determine strengths and skills.
- 8) Make recommendations to the President on duties and possible future chair positions.
- 9) Organize planning for and conduct Annual Volunteer Participation event.
- 10) Ensure that all Volunteers are invited per the Volunteers List maintained by the Membership Director.
- 11) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE SECRETARY:

- 1) Minutes –
 - a. Keep the Minutes of all Board and Membership meetings.
 - b. Send copies of the minutes to all Board members for their approval as soon as possible, ideally no later than one week prior to the next scheduled Board meeting.
 - c. Ensure previous meeting minutes are approved and passed into the record at the following Board meeting.
 - d. Send approved Board minutes to the IT webmaster to post on the Bocce Club web site.
- 2) Correspondence – As directed by the President or Board prepare and send all official Board correspondence.
- 3) Bylaws – Ensure Board's adherence to Bocce Club Bylaws.
- 4) History – Maintain the Bocce Club history records.
- 5) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.
- 6) Computer skills are required for this position.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE TREASURER:

- 1) Deposit funds received for the Bocce Club (e.g., membership dues, social dinners, picnics, or any activities) into the Villages Bocce Club "Operating Fund" checking account.
- 2) Renew and pay for the Bocce Clubs computer usage contract services.
- 3) Coordinate with the Membership Director to ensure receipt of correct amount of membership dues from Villages Accounting.
- 4) Receive list of Attendees with Name/Street Address/Billing-Amount from the Social Director for each event where attendees charge their fees to their house number. Send the event's billing list to Villages Accounting and ensure the correct amounts is collected and received into the Bocce Club's "Operating Fund" checking account. Receive from the Social Director any check or cash payments and deposit them into the Bocce Club "Operating Fund" checking account.
- 5) For each Social Event prepare an event summary - listing all income, all expenses, and a comparison of the final results to the event budget.
- 6) Work with all Directors to ensure that the Villages billing for copies is correct and to ensure that the cost is charged to the appropriate Bocce category.
- 7) Receive reimbursement requests with attached receipts for Bocce expenses. Issue reimbursement checks for expenses that stay within the category's budget, or as required by the Bocce Board. Keep all receipts on file for club records and audit.
- 8) Maintain and reconcile checking and savings accounts between the check register and the bank statements on a monthly basis. Have each monthly reconciliation reviewed and signed off by a Bocce Club board member.
- 9) Deliver a monthly report to all Board Members prior to the next Board meeting which shows all income and expenditure transactions monthly as well as year-to-date, and also year-to-date income and expense shown by category and compared to the budget for that category.
- 10) Create a budget for the next fiscal year for approval at the Board meeting before the Annual General Membership Meeting. Budget plans should come from the President, Vice President, and Treasurer meeting as a budget committee. The Treasurer prepares and presents the proposed budget to the Bocce Board for approval.
- 11) Provide and present a Financial Report at the Annual General Membership Meeting each year – the report must include at least the total income and expenses year-to-date and current bank balances.
- 12) Provide a Financial Year-End Report at the first Board meeting of each new fiscal year – same as the monthly report format, but with the entire fiscal year shown.
- 13) Ensure compliance with basic accounting "best practices" as defined below.
- 14) Maintain all financial records so as to be ready for a financial audit.
- 15) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.
- 16) When there is a new Treasurer elected for the Club, the new Treasurer must:

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

- a. Go to the Villages Accounting Department and notify them of your new position as Bocce Club Treasurer and provide your contact information.
 - b. Go the IRS web site and fill out online Form 8822-B "Change of Address or Responsible Party" to remove the old Treasurer and add your name, address, and SSN. Only fill out the lines that have changed. Print out the completed form and make a copy for your visit to the bank (see below).
 - c. Go to the Bocce Club bank with the old Treasurer and transfer signature authority and contact information. Remove any old officers no longer authorized from signature authority and transfer or invalidate any ATM cards from such old officers. You must bring minutes of the Bocce Club or a signed letter from the Bocce Club President showing that you are the new Treasurer. Also bring the updated Form 8822-B from the IRS that shows the Change of Address and Responsible Party changed to you.
- 17) Make sure Bocce Officers remember that the Bocce Club is not a 501c3 non-profit corporation and donations to the Club cannot be used as tax write-offs. This also means that the Bocce Club cannot hold raffles as a money-making event.
- 18) The Treasurer is responsible for seeing the Bocce Club Financial Controls and Reserve Fund Policy (as included below) are properly carried out.
- 19) Computer skills are required for this position.

Bocce Club Financial Controls approved by the Bocce Board

In order to promote transparency and ensure compliance with basic accounting "best practices" the Villages Bocce Club finance committee recommends:

1. *Only the Treasurer and one other designated Board member need to be authorized to sign checks for the Bocce Club.*
2. *Check Controls:*
 - a. *All blank checks, bank statements, original receipts, and invoices for at least the past three years must be stored in a secure place.*
 - b. *A record of all checks, including checks that were voided, must be kept for at least three years.*
 - c. *Only one authorized signature is required for writing checks*
 - d. *An authorized check signer cannot sign a check made out to themselves.*
3. *Bank Reconciliation and audits:*
 - a. *Every six months a Director, other than the Treasurer, are to conduct an audit to confirm accurate accounting between bank statements, ledgers, and invoices.*

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

4. Budget Process:

- a. *The Treasurer is to provide a report to the Board on Income/Expenses by category on monthly basis.*
- b. *Create and report Budget projections vs. Actual spending on a monthly or quarterly basis.*
- c. *It is recommended each Director monitor their spending so they can make adjustments as needed for their current or up-coming events in order not to exceed their annual budget. (ex. Spending a little more here and a little less there)*

5. Annual Budget / Authorization Process:

- a. *Budgets: The Finance Committee will develop a proposed annual budget for each Director based on previous year's spending.*
- b. *Then the Bocce Club Board will determine and authorize each Director's annual budget based on revenue, savings, historical expenditures, and realistic estimates.*
- c. *If a planned expense is within the Board's budget for their function, the Director has the authorization to move forward with their expenditure.*
- d. *Any expenditure that would exceed the Board's budget for their function, must receive prior approval from the Board before making the expenditure.*

The appropriate Director must present a request for any modification to the approved budget to the Bocce Board for approval.

6. Receipts/Invoices.

- a. *Reimbursement Request Forms (RRF), along with itemized receipts must be filled out and submitted to the treasurer to get reimbursement for expenditures.*
- b. *Each Director is responsible for reviewing, approving, and signing the RRF for expenses of their committee members prior to requesting reimbursement.*

Bocce Club Reserve Fund Policy

The purpose of the Bocce Club Reserve Funds is:

- *An account to hold funds for the purchase of items with an expected lifetime of greater than two years. (Items with a lifetime of less than two years are to be paid for from Operating Funds.)*
- *An account to hold funds intended for large future projects (e.g., construction of additional bocce courts).*
- *An account to hold funds set aside for unexpected expenses or drops in income that results in the Operating Fund balance going negative. Any Reserve Funds used for Operating Expenses in this manner must be repaid to the Reserve Fund ideally within the next 45 days, but in any case, no later than the next fiscal year.*

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

The Reserve Fund recommended minimum balance is to be \$200.

The Bocce Club Board must formally approve each expenditure from the Reserve Fund and ensure the above requirements are met.

DUTIES OF THE MEMBERSHIP DIRECTOR:

- 1) Member Renewal Notice: Reminder Notices are sent out to all active members in November via email.
- 2) Annual Billing: The current active Membership List is sent to Accounting and the Bocce Treasurer at the beginning of December. Billing takes place in January by Villages Accounting Department. Accounting then sends the funds to the Bocce Club by the end of January and the Treasurer compares the expected amount with the amount received. If there are any discrepancies the Membership Director and Treasurer work together to resolve them.
- 3) Member List Reconciliation: After sending out the annual billing, if any bills are refused by members or refunded by the Villages Accounting, then Accounting sends a list of such members to the Bocce Membership Director at the end of January showing the reason - members who have resigned, moved, or are deceased. The Membership Director updates the Membership List to remove those people from the active membership.
- 4) Monthly New Member Billing: New member fees can be paid by check (no cash) made out to "Villages Bocce Club" or by billing to the House number. Checks are sent to the Treasurer for deposit into the Bocce "Operating Fund" account. The Membership Director will send once a quarter to Accounting Department (with a copy to the Treasurer) a request for billing new member fees charges to the House number
- 5) Membership List Updates: The Bocce Club Membership List is kept updated throughout the year as necessary (new, moved out, deceased) but these updates are not submitted to Accounting Department. The updates should be sent promptly to Publicity/Webmaster for updating the Bocce Club email distribution list.
- 6) Membership refund requests: After the Member List Reconciliation in February, there are no refunds of club membership dues.
- 7) Non-Owner Dues or Event Billing: Checks (checks only, no cash) are acceptable from renters who do not wish to be billed to their house account. Checks should be made out to The Villages Bocce Club and given to the Bocce Treasurer for deposit.
- 8) Maintain Bocce Club Membership List:
 - a. Data for a new or changed member is added to the Membership spreadsheet. Prepare Monthly Activity Report for Board Meeting.
 - i. Once a year, prior to the Village Challenge, create separate lists of members in each Village and give to the Village Challenge Coordinator.
 - ii. New Member Packets: Update information for the New Year. Provide each new member with a New Member Packet. Packet includes Welcome Letter, List of

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

Board Members, Bylaws, Master Calendar, and any seasonal update written by the Membership Director. (Copies may be requested from Bldg. B and charged directly to the Bocce Club.)

- iii. Member Applications. Keep supply in folder at Bocce Courts and check for completed Member Applications on a regular basis. Ensure that online membership application forms are correct and process all online applications.
- b. Membership Recruiting on an “as needed” basis:
 - i. Advertising/Publicity/Promotion. Work with Publicity on by providing ads/articles to attract new members and with coordinators for training sessions, Bash, and Boot Camps to generate interest.
 - ii. New Villager Orientation Meetings. Provide flyers at orientation meetings to inform about the Club and encourage participation in Boot Camps, etc.
 - iii. Other (As Desired) Sponsor other ideas to solicit new members, welcome new members, help “newbies” get up to speed quicker on skill set, understanding of the rules, etc.
- 9) Create an ‘end of the year’ volunteer list.
 - a. Work with Social, Court and Tournament Directors to ensure that all their volunteers are named on the list.
 - b. The President and Vice President will invite those volunteers who go above and beyond to help, not just the occasional volunteer, to the Annual Appreciation Day Event.
- 10) Encourage new members by attending Boot Camps and Bash when possible.
- 11) Mail Sympathy and Get-Well cards throughout the year as needed.
- 12) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President’s annual report.
- 13) Computer skills are required for this position.

DUTIES OF THE INFORMATION TECHNOLOGY (IT) DIRECTOR:

- 1) Support the other Bocce Board Directors in the selection and use of appropriate technology for achieving their tasks (e.g., Google Groups, Google Forms, evite invitations and tracking, online signups for Tournaments and events, etc.).
- 2) Maintain the Bocce Club email blast distribution list by updating the email list when provided updates by the Membership Director. Forward replies to email blasts to the appropriate Director or to the BBOD Group email as needed.
- 3) Maintain the Bocce Club Directors Google Group shared email/posting group for group communication to and from the Bocce Board members.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

- 4) Maintain the Bocce Club Website and routinely post event photographs, Tournament Standings, Championship Results, Villager articles, news announcements, Board Minutes, Bocce Club Board documents (Minutes, Duties, Bylaws, Etiquette, Referee Guidelines, etc.) as provided by Tournament Director and Coordinators, Membership, Publicity, or the President.
- 5) Report monthly to the Bocce Board on usage levels of the website.
- 6) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.
- 7) Strong Computer skills are required for this position.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE PUBLICITY DIRECTOR:

- 1) Create and publish a weekly articles to the Villager Newspaper Bocce Column and Bocce Club IT webmaster.
 - a. Publicity Director is the main contact to the Villager personnel.
 - b. Submit, one week prior to printing the printing date, an article with any accompanying pictures to the Villager Newspaper editor for the paper. Currently the editor is Kory Tran. His email is Korytran@the-villages.com
 - c. Also send the same article to the current IT webmaster for posting on the Bocce Website. (Pictures may be provided by the Publicity Director or others who have sent pictures to the Publicity Director.) Ideally, these pictures will be accompanied with the names of those in the pictures.
 - d. Publish additional articles or event notices in The Villager, Bocce Club website, email blasts, Fast Lane & Villages Channel 26 as needed.
- 2) Use other resources.
 - a. Receive additional information or articles from the Social or Tournament Director as both have a duty to send information to the Publicity Director.
 - b. During the winter months write articles such as 'save the date' or 'coming soon' or 'new next year' or 'getting to know you' articles or any other information which would be interesting to the Bocce membership.
 - c. Edited to make these articles to make them suitable for publication if they were written by others.
- 3) In case of the Publicity Director's absence:
 - a. First, inform the President if they are unable to write articles due to their absence.
 - b. Obtain substitute writer(s) or work with the President to write articles suitable for publishing and have them submitted as required.
- 4) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.
- 5) Computer skills are required for this position.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE TOURNAMENT DIRECTOR:

- 1) Form a committee of Tournament Coordinators to ensure that all planned tournaments are covered and help Coordinators as needed.
- 2) Event Calendar – The Director sets the following year’s times and dates then submits them to the President so that next year’s calendar can be submitted in July.
 - a. Set dates for booking rooms for Captains Meetings. Give that information to President for input to the Villages Master Calendar. This ensures that announcements, locations, and times will appear in the weekly Villager Calendar.
 - b. Set dates for training sessions, Boot Camps and Referee Training and give information to President for input to the Villages Master Calendar. Inform appropriate Clinic and Referee Training personnel of the dates.
- 3) Inform Court Manager of the tournament reservation dates required for the season.
- 4) Coordinate with Publicity Director regarding Bocce Club website, email blasts, Villager, Fast Lane, and TV announcements.
- 5) Set agendas for and conduct Captains Meetings. Ensure that captains receive a thorough briefing on Bocce Rules and Etiquette. Make sure that all playoff dates and method for determining playoff teams are included in the Captains Meeting packets and provided to the Webmaster for posting on the Bocce Club website.
- 6) Ensure that each Coordinator posts Match Schedules and Rosters in the Bocce cabinet in a timely manner and sends them to the Webmaster as soon as they are available.
- 7) Ensure that Coordinators have the necessary forms stocked and envelopes prepared for completed forms: Tournament Entry Forms, Tournament Match Score Sheets.
- 8) Attend each league’s ‘first day’ of tournament play and welcome players.
- 9) Introduce the Tournament coordinator, thank him/her and hand the megaphone over to him/her. Pay special attention to new players in the Mixer Tournaments.
- 10) Give Publicity the weekly game standings for publication in the Villager Scoreboard and on the Bocce Club website.
- 11) Update Bistro Bocce Sports Wall as soon as the Village Challenge Winner is known.
- 12) Check the Tournament Coordinator Duties list to make sure the Coordinator is performing their responsibilities.
- 13) Arrange purchase of winning teams gift cards - 1st, 2nd, and 3rd place winners from all the Tournaments and formally recognize the 1st, 2nd and 3rd place Championship teams at the annual Awards Dinner (Beginners Tournament only has 1st and 2nd place winners). Keep track of all winning teams and provide to the Awards Dinner coordinator for inclusion in the program. Make sure each winning team member receives an appropriate certificate.
- 14) Ensure that the names of volunteers who helped with Tournaments are submitted to the Membership Director to be included on the Annual Volunteers List.
- 15) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President’s annual report.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

16) Computer skills are required for this position.

DUTIES OF A TOURNAMENT COORDINATOR:

- 1) Work with Web Master and Publicity to post advance notice of upcoming tournaments with notice that signup forms are available in the Bocce cabinet and on the Bocce Club website.
- 2) Ensure that the envelope with Tournament Entry Forms is adequately stocked and that the envelope for Completed Tournament Entry Forms is available.
- 3) Post notice of tournaments in the Bocce cabinet and on the Bocce Club website and send notices of any updates or changes to Publicity and the Webmaster.
- 4) Provide team and individual signup forms in the Bocce cabinet and on the Bocce Club website. Signups must be coordinated to all start at the same time – forms at the kiosk, website forms, or email. All signups must be time and date marked so that priority can be given to those who sign up earliest.
- 5) Collect signup forms from the cabinet and online forms (from website or email) to create teams and leagues.
- 6) Prepare player Rosters, league days & times of play, and Match Schedules (including playoffs and Championship games) for posting in the Bocce cabinet and on the Bocce Club website.
- 7) Distribute electronically, prior to the Captains Meeting, early copies of Rosters, Match Schedule and Rules. Captains need this early to come to the meeting prepared with **their calendar and practice time date requirements**.
- 8) Require/strongly encourage captains to attend the Captains Meeting or send a designated person.
- 9) Attend Captains Meeting for your Tournament(s). The Tournament Director will publish the meeting agenda and conduct the meeting.
- 10) At the Captains Meeting - invite the Court Manager to have court calendars available to allow captains to pre-schedule practice times. The 3-day scheduling rule is waived for tournament practice times.
- 11) Prepare and stock an envelope with blank Score Sheets and check that an empty envelope is available for Completed Score Sheets.
- 12) Ensure name tags and felt tip markers are available for tournament use.
- 13) Attend each first day of tournament and welcome players.
- 14) Collect Score Sheets weekly. Create Team Standings (wins & losses only) and post in the cabinet and provide them to Publicity (for the Villager) and to Webmaster for Bocce Club website posting.
- 15) After last game of regular league play collect final score sheets and prepare final team standings and playoff schedules. As soon as possible, send the playoff schedules to Publicity and the Webmaster for posting in The Villages and on the Bocce Club website. Also post schedule in the Bocce cabinet and call playoff team captains as needed.
- 16) Secure referees for all playoff games. Secure scorekeepers for Championship Match.
- 17) Playoff and Championship match days and times are set according to the Bocce Club Tournament Rules and Procedures.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

- 18) Ensure a photo of each Championship team is taken. Provide to Publicity for The Villager and the Bocce Club website.
- 19) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.
- 20) Computer skills are required for this position.

DUTIES OF THE COURT MANAGER

- 1) Bocce cabinet – maintain the bocce binder that holds the current version of the Bocce Club Rules & Procedures, and the Bocce Club Board Member Duties documents.
- 2) Monitor the clock and ensure that the time is correct. Monitor the clock countdown clock to confirm that it operates correctly, has the correct settings, and the remote control(s) are available and working.
- 3) Maintain, inspect, clean, repair/replace Bocce balls, ball bags, and other equipment (referee vests, referee sticks, scoring paddles, hand-held game timers, measuring cans, etc.).
- 4) Arrange with the Publicity Director for Villager announcements posting.
- 5) Maintain the back of the kiosk cabinet where tournament balls and court supplies are stored. Change the combination often. Notify the referees of the current combination.
- 6) Maintain control of the Bocce Club storage container space in the RV lot as well as monitoring key access to the storage space. Keep a loose tally of available storage supplies for use by the Bocce Club.
- 7) Create a work order for Village Maintenance to ensure all spectator benches are sanded and re-sealed on an annual basis.
- 8) Liaison with the Golf Course Manager regarding the general condition of the Bocce courts regarding leaf removal, pathway clearing, etc.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE SOCIAL DIRECTOR or SOCIAL COMMITTEE CHAIRPERSON:

“Social” is responsible for organizing the following social events:

- 1) Installation Dinner, If one is held -
 - a. Date and facility
 - b. Advertise
 - c. Entertainment
 - d. Form Committees
 - e. Meet with facility manager and plan menu
 - f. Decorations/Center pieces
 - g. Door prizes
 - h. Reservations
 - i. Clean up
 - j. Budget – To be presented at the Board Meeting prior to the event.
 - k. Program for the event to include the Tournament Calendar for the upcoming season. Plus information on new board members, retiring board members and members of the installation committee.
- 2) BBQ Picnic -
 - a. Date and facility (reserve refrigerators)
 - b. Advertise
 - c. Entertainment
 - d. Reservations
 - e. Door prize
 - f. Shop/food
 - g. Decorations
 - h. Form Committees
 - i. Co-ordinate ice chests/cooks/servers/organize food lines
 - j. Clean up
 - k. Budget
- 3) Village Challenge -
 - a. Plan menu/breakfast and lunch
 - b. Shop
 - c. Set up committees
 - d. Co-ordinate ice chest/cooks/servers/organize food lines
 - e. Budget
- 4) Village Staff vs Bocce Board, if one is held -
 - a. Plan menu (coffee/snacks/drinks)
 - b. Shop
 - c. Serve
- 5) General Meetings, if one is held -
 - a. Provide drinks and snacks
- 6) Awards Dinner, if one is held -
 - a. Date and facility
 - b. Advertise

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

- c. Program listing all winning 1st, 2nd & 3rd place teams (only 1st and 2nd for the Beginners Tournament)
 - d. Entertainment
 - e. Form Committees
 - f. Meet with facility manager and plan menu
 - g. Decorations/Center pieces
 - h. Door prizes
 - i. Reservations
 - j. Clean Up
 - k. Budget
 - l. Program listing winning 1st, 2nd & 3rd place teams (only 1st and 2nd place for Beginners Tournament)
- 7) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.
 - 8) Computer skills are required for this position.

DUTIES OF THE BASH DIRECTOR:

- 1) Place the sandwich board on the street prior to the Bash. Observe Villages rules on when the board can be placed.
- 2) Have Bash play labels on hand to attach to the play board. Bash play labels are currently printed and supplied by Michael Sunzeri. Every label number is 8460.
- 3) Equipment – Scotch tape, pencils, loud-hailer for announcements, long picnic table, plastic tablecloths, spring clips to secure tablecloth, windmill (to scare the crows).
- 4) Attach a note to the play board to ensure players finish one game before they sign up for the next game.
- 5) Clean up after the Bash and store all items in the cabinet at the rear of the Bocce kiosk.
- 6) Hold several themed bashes throughout the year. Publicity, budget and committee will be approved by the Board.
- 7) Prepare an annual report of your activities and results for the year and send it to the President one month before the Annual General Membership meeting for use in preparing the President's annual report.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

DUTIES OF THE FUNDRAISER DIRECTOR:

- 1) Work with the Bocce Board to identify their current fundraising goals and/or needs to develop fundraising events.
- 2) Research fundraising opportunities.
- 3) Develop and maintain relationships with staff, the community, organizations, and other professionals as contacts and resources.
- 4) Consult and coordinate with the Villages Country Club Staff whether permits or other county or state approval is required to conduct each fundraiser.
- 5) Present proposals, including costs, locations, timelines, and other relevant information to the Bocce Board for approval of a project and then routinely give updates to the Bocce Board from its start to its completion.
- 6) Work with the treasurer to coordinate and monitor expenses and income from events.
- 7) Head the fundraising committee
- 8) Organize, recruit, delegate, and train volunteers and committee members to complete projects.
- 9) Implement the fundraiser and report to the Bocce Board the results.

CURRENT VOLUNTEER POSITIONS:

DUTIES OF THE BOCCE AMBASSADOR AT LARGE:

- 1) Attend New Member Orientations
- 2) Act as a Bocce Club's Ambassador to the Village residents at large.

DUTIES OF THE YOURCOURTS ADMINISTRATOR:

- 1) The YourCourts Administrator manages the Bocce Club's YourCourts scheduling system.
 - 1) The Administrator can contact customer support services to address system problems or to obtain answers for questions regarding the system.
 - 2) Maintains two accounts: one as a user and one as the Administrator so if any parameters are changed, they can thoroughly be tested before any are applied to the entire system.
 - 3) At the beginning of each year the Administrator will enter the Club's yearly calendar of events.
 - i. This allows the Administrator to limit or extend registrations lengths for regular, special leagues, or tournaments.

VILLAGES BOCCE CLUB - BOARD MEMBER DUTIES

- ii. It also ensures reservations times cannot be double booked.
- 4) Throughout the year the Administrator will add new members and resident email addresses to activate, unlock or add them to the existing data base.
- 2) Monitors the court system to ensure all reservations follow the Club Rules for court reservations as they can only be made with a valid email address.
- 3) For each tournament or season of play the Administrator builds teams in the Your Courts system.
 - 1) Each team captain is identified, and their team title is added to their user profile.
 - 2) At the conclusion of each tournament or season every team, with all names, will be deactivated to ensure reservation criteria follows Club guidelines.
- 4) The Administrator is to attend every Captains Meeting with their portable computer to show new captains how to reserve practice times on-line.
 - 1) Residents and bocce members, not currently in league (tournament) play, are allowed to sign up for play time up to one week in advance of the date of play they want for 1 hour periods.
 - 2) During league play captains are allowed to reserve practice times once a week for the length of the that tournament up to 72 hours after the Captains Meeting.
 - 3) After this 72 hour “window” reservations for team practice times can only be made 2 weeks in advance for the duration of that league play.
 - 4) At least three times a week the Administrator will check in to see if any user errors exist.
 - 5) If there are any the Administrator must unlock access to the person making the error and contact them to let them know what went wrong and how to do it correctly.
- 5) As desired, the Administrator can generate correspondence to members, captains, and residents on an “as needed” basis.
- 6) On a yearly basis either submit a bill to the Treasurer to pay for the “Your Courts” server or pay the yearly fee and submit a reimbursement form to the Club Treasurer for remittance of fees paid.
- 7) Strong Computer skills are required for this position.