

# **SRDBA Board Job Descriptions:**

## **DUTIES OF THE DIRECTORS**

The Board of Directors will have the control and general management of the affairs and business of the Corporation. Such Directors will in all cases act as a Board, regularly convened, by a majority (unless otherwise specified), and they may adopt such rules and regulations for the conduct of their meetings and the management of the Corporation, as they deem proper, not consistent with these Bylaws, the laws of the State of Florida and the stated purpose of this Corporation to qualify under 501 ( C ) ( 3 ) as a charitable entity. The general duties and responsibilities of the Board of Directors will be:

- To coordinate the financial and administrative affairs of the Corporation
- To provide control of expenditures
- To approve an annual operating budget
- To establish a mechanism for regularly reviewing and revising the Corporation's Bylaws
- To avoid conflict of interest

## **OFFICERS**

**The President**, who shall be the Chief Executive Officer of the Corporation, and, subject to the control of the Directors, shall in general supervise and control all of the business and affairs of the Corporation. It shall be his duty to see that all orders and resolutions of the Board of Directors are carried into effect. The President shall preside at all meetings of the Board of Directors and meetings of Members. He shall have the general powers and duties customarily vested in the office of the President, including the signing of all documents on behalf of the Corporation, and shall also do and perform such other duties as from time to time may be assigned to him by the Board of Directors. The President shall be responsible to the Board of Directors for the actions of all subordinate Officers and employees. Before each USDBF meeting, the President shall designate a Director(s) to represent the Corporation at the USDBF meeting(s). The President may also designate one or more alternates for such directors and shall notify the USDBF secretary to record such directors and alternates as persons of record.

**The Vice President**, who shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and perform such other duties and have such other powers as the Board of Directors may from time to time prescribe. The Vice President shall be responsible establishing and acting as chair for a committee to annually review and, if deemed needed, revise the Bylaws.

**The Secretary**, who shall record the minutes, including votes of all proceedings of the Members and of the Board of Directors at their respective meetings. The Secretary will be responsible to see that all notices are duly given in accordance with the provisions of these

Bylaws as required. The Secretary shall keep, or cause to be kept, a record showing the name and address, from time to time, of each Member of the Corporation.

**The Treasurer**, who shall collect, receive, deposit, and disburse all funds of the Corporation as directed by the Board of Directors. The Treasurer will keep full and accurate books of accounts and records of the Corporation, including receipts and disbursements, and shall deposit all monies in the name of the Corporation in banks, trust companies or other depositories. The Treasurer shall, on request, give to the President and Board of Directors an account of all transactions as Treasurer and of the financial conditions of the Corporation. The Treasurer shall perform all the duties incident to the office of Treasurer and such other duties as from time to time assigned by the President or Secretary.

### **NON-OFFICER DIRECTORS**

**The Membership Director**, who shall maintain an updated database of the names and contact information for the three classes of voting Members: (1) Festivals Organizers, (2) Clubs and (3) Individuals, as well as contact information for non-voting Members: (1) Event Producers. The Membership Director is also responsible for overseeing the social media outlets for the Corporation and for responding to queries from the membership made through social media and email correspondence.

**The State Directors**, who shall actively promote the sport of dragon boat within and beyond their state by representing the SRDBA at dragon boat festivals and other events throughout the year. State Directors are expected to attend bimonthly meetings of the SRDBA as an active participant (via remote meeting options) and to be present as a guest-attendee (via remote meeting options) for bimonthly meetings of the USDBF in order to learn more about the logistics of the sport and to better understand the role of the SRDBA as it relates to our sport on a local, regional, and national level.