

Aqua Tutus Diving Club Board of Directors
Elected Member and Volunteer Coordinator Duties

I. Elected Board of Director Members

Be a current club member, attend membership and BOD meetings

A. President

1. Chair/lead Monthly General Membership meeting
2. Maintain and update ATDC Constitution and By-laws, as required
3. Process incoming mail and distribute pertinent information appropriately, or delegate to BOD member.
4. Send email to Meetup applicants to inform them of club's Meetup membership requirements.

B. Vice President

1. Chair/lead monthly BOD meeting
2. Assume the duties of the President when necessary

C. Membership Coordinator

1. Greet and host new members at club meetings
2. Maintain, update and distribute to club members ATDC membership roster
3. Collect membership dues, transfer dues monies to ATDC Treasurer
4. Obtain signed ATDC membership form/waivers from members

D. Secretary

1. Record minutes for membership and BOD meeting.
2. Provide meeting minutes to Newsletter editor for publishing in monthly Aquatooter
3. Process outgoing Club correspondence as required

E. Treasurer

1. Maintain financial records and transactions
2. Setup and maintain club bank accounts and other appropriate financial instruments
3. Report club financial status at membership and BOD meetings.
4. Manage Club post office box, or delegate to BOD member

F. Director of Training

1. Is authorized by the BOD to provide diving, emergency responder, and related training to club members and interested non-club members.
2. Shall not hold an elected Club office simultaneously.
3. Must be a Certified SCUBA Instructor in good standing with certifying agency for courses taught.
1. Pays agency fees, collects course fees from students, provides information on reimbursable expenses and obtains reimbursement approval.

G. At-Large Board Members

1. Serve as POC for at least one club dive each year
2. Form "Nomination Committee" during September for officer elections in November.
3. Create slate of nominees to present at October general meeting.
 - a. (2 and 3 are done by Officers and Members at Large as a group).
4. Prepare ballots, if required, for the November election. Collect and count ballots.

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II. Volunteer Board of Director Members

Be a current club member, attend membership and BOD meetings.

Should he/she be elected to an office in the Club, may hold both duties simultaneously and carry the vote of the elected office.

A. Newsletter Editor

1. Receive monthly Membership and BOD meeting reports, Entertainment announcements and Entertainment reports, for inclusion in the monthly newsletter.
2. Gather other appropriate content material; organize, prepare and publish monthly (except December) Aquatutus Diving Club newsletter at least one week prior to club general membership meetings, except December.
3. Publish and email other important club information as directed from General Membership and BOD meetings.
4. Maintain and update (from club roster when re-issued) newsletter email distribution addresses.
5. Email newsletter to California Diving News editor (to maintain ATDC on list of CDN Bay Area diving clubs).

B. Webmaster

1. Maintain the website address and hosting, and pay for the cost of this service
2. Provide information on reimbursable expenses and obtain reimbursement approval
3. Maintain and improve the website on a regular basis,
4. Promptly post the current monthly newsletter on the website when it is received from the newsletter editor.

C. Entertainment Coordinator

1. Arrange for and facilitate monthly entertainment for the general membership meetings, utilize information from the Board of Directors and/or The General Membership and/or any other means when possible to facilitate the duties.
2. Maintain contact with individuals that will make a presentation regarding AV needs, 45min program time, photos for reports, copy of Tooter when available, etc.
3. Have AV equipment brought to General Meeting, setup at meeting, and maintained. Maintain the club's Entertainment laptop.
4. Host presenters at the membership meetings, and ensure they are provided with a meal, paid for by the club; obtain reimbursement.
5. Host "member's night" photo program at least once a year.
6. Two weeks prior to a presentation, provide "entertainment announcement" to Newsletter Editor so it can be published before the general meeting.
7. Following meeting presentations provide "entertainment report" including photo images, to newsletter editor so it can be published after the general meeting.
8. Seek volunteer help for tasks, if needed, and clearly delegate those tasks.

D. Social Media Coordinator

1. Club representative/authorized interface with Social Media websites (including MeetUp, Facebook, YouTube, DiveBuddy, etc.)
2. Pay annual social media fees for Meetup and obtain Club re-imburement.
3. Monitor social media sites for content, remove inappropriate comments and edit where need on MeetUp.

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4. Add new members to Facebook and coordinate with Membership Coordinator to accept new members to MeetUp.
5. Report Meetup and Facebook membership numbers. Promote use of Meetup and Facebook to club members.

III. Past President

1. Voting BOD member, if a current club member.
2. Discretionary attendance at BOD meetings.

IV. Temporary Special Committee Leaders

Be a current club member, attend BOD and Membership meetings when appropriate to report on committee business. May hold another elected or volunteer position. This position has no vote.

Holiday Party Coordinator

1. Form and manage a committee to put on the annual Holiday Party.
2. Schedule the Holiday Party (usually held in December).
3. Reserve the location and coordinate the payment of required fees, with approval of the General Membership or the Board of Directors. Cost of the event will be documented with receipts, for reimbursement by the Treasurer.
4. Provide event communications to the General Membership.
5. Committee responsibilities:
 - a. Provide for Master of Ceremonies, Music and equipment, Santa, and any other Party events.
 - b. Create Party program.
 - c. Procure raffle prizes and conduct raffle.
 - d. Coordinate Party menu with hosting establishment.
 - e. Arrange and procure dessert(s)
 - f. Decorate the party location

V. Information Table Coordination

These tasks are usually done by a BOD member before each General meeting:

1. Collect
 - a. handouts from club members on upcoming trips.
 - b. handouts from speakers.
 - c. handouts from other dive related non-profits.
 - d. current months' California Diving News from whomever it is currently being sent to.
 - e. Aqua Tutus stickers, cards and DAN stickers from Dennis Hocker.
 - f. Cencal information from Carol Rose, Cencal treasurer.
 - g. NCUPS information from Helga Mahlmann, Patti Baugh, or Ben Tetzner.
2. Hand out board member name tags at start of general meeting and collect at end of meeting. Store nametags.

Put these items out at the General meeting on a table in front of the room entrance. At the end of the meeting, collect nametags, recycle any outdated literature, collect the California Diving News for next month, box up the remaining items and store for the next meeting.

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***All Officers, Members at Large, and Volunteer Coordinators are voting BOD members.

***All Officers, Members at Large, and Volunteer Coordinators are responsible for greeting and talking to visitors at General Membership meetings.

**** The specifics of how each role or duty is performed is maintained as a written document by the person in the role, and is passed on to their replacements.