

# ACDGC Bylaws & Position Responsibilities

## **ACDGC Bylaw Description for President:**

The president will preside at all meetings of the board of directors or general membership. The president will consult with all other directors concerning the fulfillment of their responsibilities. The president will be co-contact with the Parks Liaison with the city or county.

### **Responsibilities:**

- Preside over meetings
- See that club needs and membership concerns are addressed by the board
- Propose goals for club (long term/short term)
- Point person with city government and upper level park management
- Official club representative at any event that requires (or delegate)
- De facto supervisor for all club activities, events, projects, etc.

## **ACDGC Bylaw Description for Vice-President:**

The vice-president will fulfill the president's responsibilities whenever the president is unavailable. The vice-president will be responsible for attempting to solve any disputes between members prior to the dispute being brought before the board.

### **Responsibilities:**

- Assume the responsibilities of the President in the absence of the President
- Assess and recommend actions needed to meet membership goals
- Collect membership data and distribute as needed
- Coordinate and administer all elections.
- Recruit/organize/manage volunteers
- Schedule course workdays
- Maintain record of volunteer hours

## **ACDGC Bylaw Description for Secretary:**

The secretary will be responsible for taking and maintaining the minutes of all board of directors meetings, the annual meeting and any meeting of the general membership. Those minutes will be presented for approval at the next meeting of the board and then published in the newsletter in an abbreviated manner. The secretary will also be responsible for maintaining an accurate membership roster.

### **Responsibilities:**

- Create, keep, and distribute meeting minutes
- Report previous minutes at meetings
- Draft agenda and submit to president for approval a prior to each meeting
- Distribute agendas/documents to board members before the meetings
- Maintain a current list of action items for board members to reference
- Maintain a current and accurate membership roster
- Print and keep ACDGC event activity waivers for participants
- Assist with research or data collection that needs to be done for the club

### **ACDGC Bylaw Description for Treasurer:**

The treasurer will be responsible for maintaining the financial books and records of ACDGC. The treasurer will meet at least monthly with the Events Coordinator to observe disc inventory & reconcile records. A financial report and bank reconciliation will be provided monthly to the board for approval and then published in the newsletter in an abbreviated manner. Finally, the treasurer will be responsible for all tax returns/reports needing to be filed with federal or state agencies.

### **Responsibilities:**

- Maintain custody and be responsible for all funds of the ACDGC.
- Maintain the financial records of the ACDGC.
- Provide receipts and keep record of all monies paid to the ACDGC.
- Prepare the annual budget and provide financial statements at each board meeting.
- Pay all bills of the ACDGC upon action by the Board.
- Provide all tax returns and reports that require filing to state and federal agencies in a timely manner.

### **ACDGC Bylaw Description for Events Coordinator:**

The events coordinator will be responsible for running all club events, disc sales and concession sales. The events coordinator may appoint, with the board's approval, Tournament Directors (TD) for weekend tournaments in place of himself. The events coordinator may also select an assistant, with the board's approval, to run club events. The events coordinator will also be responsible for maintaining handicapping records and for holding the disc inventory and maintaining an accurate inventory record. The events coordinator will provide the treasurer with a nightly/event record of the financial and inventory data needed to maintain the club's books and records and meet with the Treasurer at least monthly for inventory observation and to reconcile records. In the case that the events coordinator appoints a TD or assistant, the ultimate responsibility for the protection of all club assets and for reporting financial information will remain with the event coordinator.

### **Responsibilities:**

- Coordinate/manage/staff all ACDGC events
- Assess and distribute supplies for ACDGC events
- Collect monies and financial records/receipts from ACDGC events and relay to the treasurer.
- Maintain records of tournament and mini-tourney scores
- Maintain/update handicap records
- Post literature at courses - flyers/posters/schedules, maps, etc.
- Report course maintenance needs to ACDGC president and/or parks liaison

### **ACDGC Bylaw Description for Parks Liaison:**

The parks liaison will be the primary contact with the city and county parks departments for maintenance issues and will be co-contact along with the president for planning of park improvements and new disc golf courses.

### **Responsibilities:**

- Assess and report to board on disc golf course needs
- Establish and maintain good working relationship with parks department personnel responsible for maintenance issues.
- Contact appropriate parks department personnel on maintenance issues that are not the responsibility of the ACDGC
- Meet/consult with club president as needed for purposes of setting and meeting goals related to disc golf facilities

### **ACDGC Bylaw Description for Communications Director:**

The communications director will be responsible for publishing an at least quarterly newsletter. The communications director will also be responsible for any special mailings or ballots that the club finds necessary.

### **Responsibilities:**

- Publish/distribute Newsletter
- Create/distribute special mailings/communications (as deemed by ACDGC board)
- Create/distribute special ballots (as deemed by ACDGC board)
- Maintain contact/email lists
- Maintain/update club website
- Utilize social media/forums to inform/promote/recruit according to ACDGC needs
- Contact local media outlets for events
- Publish/Distribute flyers/posters/schedules as needed for ACDGC events

- Make current and available various template files for other board members' use

**All directors/officers will:**

- Make every effort to attend scheduled meetings
- Assess current needs in their domain prior to meetings
- Follow up on status of current action items in their domain prior to meetings
- Report on the current status/needs of action items in their domain at meetings
- Brief the communication director on status of action items prior to publication of newsletter or as requested by communications director for posting elsewhere.
- Keep copies of necessary club documentation, important emails, etc
- Communicate course problems
- Report volunteer hours.
- Relay membership concerns/complaints to president and/or vice president