

# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **PRESIDENT**

1. The President shall be the principal elected officer of the Club. He/She shall preside at all Executive Board meetings, Annual General Membership meeting and any called special meetings.
2. The President shall enforce strict observance of the Constitution and By-Laws.
3. The President shall be responsible for the appointment of all Committee Chairpersons, and may remove same when it is in the best interest of the Club, or when a present Committee Chairperson resigns. The President must appoint a new Chairperson within a reasonable time.
4. Prior to the March General Membership meeting, the President will appoint a Nominating Committee Chairperson. The members of the Nominating Committee will automatically be the captains of the teams in play at the time. At the General Membership Meeting, a slate of candidates consisting of a President, Vice President, Secretary, and Treasurer will be voted on.
5. The President will appoint the Chairperson of an Auditing Committee presented at the March General Membership meeting. The President will review and approve the audit which will be turned over to the incoming President prior to taking office.
6. The President will be a member of the Budget Development Committee. The Vice President will be the Chairperson of this committee which will also include the Treasurer. This proposed Annual Budget will be submitted to the Executive Board at the June meeting for approval.
7. Coordinate volunteers to work during the annual OTOW Club Fair.

Revised: 7-24-15

# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **VICE PRESIDENT**

1. The Vice President will assume the duties of the President in case of absence or disability of the President. The Vice President will perform special assignments as requested by the President.
2. If for any reason the office of the President is declared vacant by the Executive Board, the Vice President will assume the office of the President until the next scheduled election of officers.
3. If for any reason the office of the Vice President is declared vacant by the Executive Board, the President will appoint a club member who will assume the office of the Vice President until the next scheduled election of officers.
4. The Vice President shall be the Chairperson of the Budget Development Committee. Members of this committee will be composed of the President and Treasurer. Input from the following will be helpful:
  - Secretary
  - Equipment and Grounds Chairperson
  - Tournament Chairperson
  - Membership Chairperson

The proposed Annual Budget will be submitted to the Executive Board at the June meeting for approval.

Revised: 7-24-15

# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **SECRETARY**

1. The Secretary or designee will attend all meetings of the Executive Board, General Membership meetings, and any other gatherings the President may call.
2. The Secretary will keep the minutes of all meetings, will handle all correspondence of the CLUB, will keep a copy of the Constitution and By-Laws and all amendments including dates of meetings at which amendments were adopted, and retain original file copies of all essential correspondence and any other items deemed necessary in the club files. The Secretary may appoint an assistant.
3. The Secretary will type the minutes of the meeting, or the minutes can be recorded for the Secretary, and he/she will transpose and type them. The minutes will then be e-mailed or given as a hard copy to Board Members within two weeks of the meeting. These minutes will be read at the next meeting by the Secretary, Assistant, or Board Member as designated by the President.
4. The Secretary will give the Historian/Writer at the end of the Shuffleboard League year, a copy of the minutes from all of the meetings, a copy of the Constitution and By-Laws when changes and/or amendments are made, to keep for future reference and records in the Historian's files.
5. The Secretary will send get well and sympathy cards to members and/or family members as needed.

The Captains are responsible to keep the Secretary informed about the cards to be sent.

Maintain an inventory of the cards.

Receipts for cards/stamps will be reimbursed by the Treasurer.

Revised 1/23/15



# OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION

## TREASURER

The Treasurer will:

1. receive all dues and monies paid to the **CLUB** in an Ocala bank under the name of **ON TOP OF THE WORLD SHUFFLEBOARD CLUB**.
2. pay all approved bills by check, keep a record of all financial transactions, and submit a monthly statement of finances on a spreadsheet. Copies will be given to the President and Vice President.
3. keep a monthly record of the membership by teams which will include the **total membership number**, the **total membership number by team**, the name of the member, address, phone number, and e-mail address if possible. Copies will be given to the President, Vice President, Captains, and the Historian/Writer.

The Treasurer's accounts will be audited annually by an Auditing Committee. This committee will consist of a Chairperson appointed by the President at the March General Meeting and two other members of the **CLUB** selected by the Nominating Committee. The audit will be approved by the current President and turned over to the incoming President before taking office.

Revised: 7-24-15



**OTOW SHUFFLEBOARD CLUB  
JOB DESCRIPTION**

**BY-LAWS CHAIRPERSON**

1. Maintain accurate copy of current by-laws.
2. All members of the Executive Board are members of the By-Laws committee.
3. As need arises, make a draft of required “change” by section and article for presentation at Executive Board meeting.
4. Be available for General Membership meeting where President will make a presentation of proposed change(s).
5. After a discussion by members, a vote shall be taken on the “change(s)”.
6. If approved, the “change(s)” will then be made part of the current by-laws and distributed to those requiring copies.

Revised: 7-24-15

# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **EQUIPMENT AND GROUNDS CHAIRPERSON**

### **1 COURT MAINTENANCE:**

Blow off dirt and leaves.

Use water hose to wash court surfaces weekly on a morning when there is no Club play. After washing the court, broom off sideways both ways across the court. Then hose off again.

Check both sheds for equipment and supplies and see that equipment is back in place.

Replenish used-up chalk and wax supplies.

### **2. SUPPLIES:**

Purchase for each year: 8 Deluxe erasers, 1 box (72) or railroad chalk, and two 2 oz wax.

### **3. EQUIPMENT:**

Periodically check cue sticks for worn-out runners, heads, and bent sticks. Replacement parts are to be kept in the League shed.

### **4. COURT LIGHTING:**

Spare parts are in the League shed. Care should be taken not to handle the bulbs with bare hands. Use a cloth or clean cotton gloves so as not to leave oily residue on Halogen lamps.

Use extreme care in removing the light cover as dropping it will cause the breaking of the glass.

### **5. WATER COOLER:**

Contact OTOW Program Manager who handles its maintenance (Recreation Building, lower floor, 854-8707, Ext. 7533).

### **6. DISC WAXER:**

This is the Club's responsibility. Contact Joe Veres (861-8005) who has some spare parts.

The unit is an old Hoover floor polisher. Spare sets of brushes are in the League shed. The carbon brushes should be checked each year for level of wear and tear (over less than half of the new one).

### **7. NOTE: All replacement equipment and spare parts are stored in the League shed. Make arrangements with the club Treasurer to use your personal monies for emergency purchases of materials and equipment prior to applying for a check to cover such expenses.**

Revised: 1/23/15

# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **HISTORIAN/WRITER**

1. Following the OTOW Newspaper guidelines, write a Shuffleboard Club article monthly.
2. Save a newspaper copy of each column.
3. Receive from the Captains a record of the men and women winners for the month and for the 30 Club by the fifth of each month through written notification, phone call, or e-mail. These names will be included in the Shuffleboard Club's article written for the OTOW monthly newspaper.
4. Attend Tournaments and Matches where possible, otherwise, get the following results from the Tournament Director for inclusion in the newspaper column.
  - a. Name, where, when, and time of the tournament played.
  - b. Print first and last names of the players from our team.
  - c. Who our players were paired with.
  - d. Number of lanes filled.
  - e. Number of games played.
  - f. Number of wins for each player on our team.
  - g. Any good plays that any OTOW player had.
  - h. Give credit to those who organized and ran the tournament and/or served refreshments.
  - i. When there will be a rematch.
4. Receive and preserve, from the Secretary, copies of the minutes given at the end of the shuffleboard league year, and from the By-Laws Chairperson, copies of the By-Laws as they are amended.
5. Take photos and keep scrapbooks of the Club's activities and any other items deemed necessary to give an accurate picture of the club's history.
6. Be available for Board and General Membership meetings.

Revised: 7-24-15



# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **SOCIAL EVENTS CHAIRPERSON(S)**

### Regular Duties:

1. Assist in event planning as requested by the President or Executive Board.
2. Provide and co-ordinate all food and drink items that will be served during a tournament or other competitive event.
3. Serve as a volunteer at the OTOW Shuffleboard Club table at the annual OTOW Club Fair.

### Duties to prepare for the March General Membership meeting:

1. Arrange for caterer.
2. Arrange for program/entertainment.
3. Fill out necessary forms:
  - a. TV announcement (2 months before luncheon)
  - b. Guest entrance for caterer (3 weeks before luncheon)
  - c. Guest entrance for outside programs (3 weeks before luncheon)
  - d. Table Set-Up and Arrangement (2 weeks before luncheon)
  - e. Caterer to send W-9 and insurance information to office if outside caterer is used.
4. Check with Sound and Light Club (Bob Wrobowski -- 854-8488) to arrange for microphones (at least 3 weeks before) if the Shuffleboard Club does not provide the sound equipment.
5. Make sure Treasurer gives \$50 clean-up fee check to office.
6. Get checks from Treasurer to pay caterer and program fee.
7. Paper Work (One month before luncheon)
  - a. Print and distribute tickets to Captains with envelopes for money.
  - b. Print information and tally sheet for Captains.
  - c. Print announcement for shed.
8. Give caterer final count of attendees.
9. Give money and list of attendees to Treasurer.
10. Procure clean-up supplies and help for clean-up of tables if necessary.
11. Arrange for possible help with trash disposal if necessary.

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# OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION

## TOURNAMENT DIRECTOR

1. The Tournament Director (TD from this point on) will compile a list of area communities that have Shuffleboard Teams and might be willing to compete against OTOW. The list should include the name and phone number of a contact person and directions to the court.
2. In consultation with the Executive Board, the TD will determine the number of tournaments to be held during the year.
3. The TD will make the contacts with other teams and mutually agree upon a date for the tournament.
4. All members of OTOW Shuffleboard Club will be notified of the upcoming tournament and given an opportunity to sign up to participate.
5. If the OTOW courts are the site of the tournament, the TD will:
  - A. Fill out the proper paperwork to notify OTOW and the Gate Guard of the visitors.
  - B. Arrange for court cleaning with Equipment & Grounds Chairperson.
  - C. Prepare necessary equipment (discs, sticks, pencils, score cords, chalk, erasers.)
  - D. Procure large trash receptacle, refreshments and necessary paper goods.
  - E. Conduct pairing of partners for the OTOW team.
  - F. Identify judges who will determine scoring when asked.
  - G. Collect score cards from completed games and record on score sheets.
  - H. Include someone from opposing team to assist in determining team winners.
  - I. Give the day's results to the Historian/Writer for inclusion in the newspaper column, the information should include:
    - a. Where the tournament was played.
    - b. First and last names of the players.
    - c. Who our players were paired with.
    - d. Number of lanes filled.
    - e. Number of games played.
    - f. Number of wins for each player on our team.
    - g. Any good plays that any OTOW player/players had.
    - h. Give credit to those who organized and ran the tournament.
    - i. When will there be a rematch.
6. Have the club Secretary write a "Thank You" letter to the opposing team.
7. Enlist the aid of club members to clean up the area at the conclusion of the event.

**OTOW SHUFFLEBOARD CLUB  
JOB DESCRIPTION**

**SAFETY INSTRUCTOR**

1. Inspect court once a week to identify any safety related issues.  
Report issues to Equipment & Grounds Chairperson for correction.  
Discuss any problem areas with President or at Board meetings.
2. Contact and visit each playing group through the Captains to discuss playing shuffleboard safely. Schedule a visit at least 2 times per year.
3. Keep a record of any player injured while playing shuffleboard.  
Include as many details about the accident as possible.  
Discuss each accident at the next Board meeting.

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**OTOW SHUFFLEBOARD CLUB  
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**PLAY INSTRUCTION COORDINATOR**

1. Coordinate and present all training to new players throughout the year as requested by the Captains.
2. Coordinate and present training to new players as a result of special membership events like the OTOW Club Fair.
3. Coordinate any training that the Captains might need to properly assist their players during the year.
4. If available for a “one on one” instruction, place a sign on the shed bulletin board to announce this individual training.

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# **OTOW SHUFFLEBOARD CLUB JOB DESCRIPTION**

## **MEMBERSHIP CHAIRPERSON**

1. Print or arrange for printing of announcements of league play for the shuffleboard court bulletin boards, mail box stations bulletin boards, and OTOW bulletin boards located in the Recreation Building.
2. Present ideas for recruiting new members to the Executive Board for discussion and implementation.
3. Serve as a volunteer at the OTOW Shuffleboard Club table at the annual OTOW Club Fair.
4. Encourage new players by “word of mouth” advertising. Also have “handouts” to give out, listing the days and times of play.
5. Coordinate with Captains to make announcements to regular players to invite their friends and neighbors to play.
6. Work with Play Instruction Coordinator to schedule “Open House/Training Sessions” during the year for new players.
7. Explore ways to invite “new move-ins” to play shuffleboard and join our Club.
8. Meet with or talk to other Clubs/groups in OTOW that might be interested in getting information about shuffleboard.

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