

8. Serve, or designate an alternate, as the single point of contact between GMDBC, Villages Recreation Department (VRD), Sumter County Commissioners, **and other agencies and departments as required.**

#### **Duties of the Vice President**

1. Assume the responsibilities of President in the absence or inability of the President to fulfill the responsibilities of the office.
2. Support the President in all activities to promote the mission of GMDBC.
3. Assist in developing programs and activities for GMDBC, and perform all duties requested by the President.
4. Oversee and coordinate with club volunteer position coordinators.
5. **Serve as Safety Officer for GMDBC, present an annual dragon boat safety presentation at a designated General Membership meeting, work with the website/database coordinator to ensure the safety presentation is available on the Club website and available for viewing by members, verify with team Captains that all members have participated in the training, either at the Membership meeting or by viewing on the Club website, and signed the annual safety roster.**
6. Maintain a notebook of duties and responsibilities of the Vice President to be turned over to the succeeding Vice President.
7. Serve as one of the Board members who may sign GMDBC checks or drafts.
8. **Maintain all incident reports, as submitted by team captains.**

#### **Duties of the Secretary**

1. Record the minutes of all meetings of the Board and General Membership and **work with the website/database coordinator** to upload those minutes to the Club website.
2. Ensure that all topics discussed, and decisions agreed upon, are accurately reflected in the official minutes and are posted to the Club website for review.
3. Schedule and maintain permits for GMDBC meetings.
4. Maintain the membership notebook.
5. Submit signed waivers to Village Recreation Department.
6. Mail completed United States Dragon Boat Federation (USDBF) insurance forms to the insurance agency.
7. Take attendance at all meetings.
8. Maintain a notebook of duties and responsibilities **of the Secretary** to be turned over to the succeeding Secretary.
9. Serve as one of the Board members who may sign GMDBC checks or drafts.

#### **Duties of the Treasurer**

1. Maintain custody of all GMDBC funds and financial records
2. Keep accurate and current financial records for GMDBC.
3. Collect, record, and deposit all funds coming into GMDBC.

