

A. GENERAL BOARD DUTIES

1. Be responsible for any and all decisions on behalf of the members and that all decisions made by the Board of Directors are final.
2. Formulate plans designed to meet association's objectives listed in Article II, Section 1 of the Bylaws.
3. Establish policies and procedures for administering the affairs of this association.
4. Adopt and control the operation, budget, and financial plan of this association and ensure responsible conduct of the financial affairs on a regular basis in accordance with established policies.
5. Control, manage, and maintain the property and files of the association in a responsible way. Official records of the association are maintained by the Secretary.
6. Not have a financial interest in any contract or transaction entered into by the association. Any contract or transaction entered in violation of this section will be voided by the Board of Directors.
7. Attend all board meetings unless an excused absence is given by the president.(source: Bylaws Article IV, Section 4.1,4.2)
8. Attend more than 50% general membership meetings a year. During absences the missing board member must provide their board position report to the President or Vice President prior to the meeting to make it available for the membership. (source: Bylaws Article IV, Section 4.1)
9. Adopt an annual budget, as well as in conformance with Internal Revenue Service (IRS) requirements; the Association must annually submit an annual financial report for the period July 1st through June 30th to the IRS. (source: Bylaws Article IV, Section 5)
- 10.Fill any vacancy caused by resignation, removal of a director, or by death by the existing board for the remainder of the term. (source: Bylaws Article IV, Section 6)

B. DUTIES OF OFFICERS

1. President
 - (1) Shall call and preside at all BAPPOA general membership and Board of Directors meetings.
 - (2) Shall prepare the agenda for the General BAPPOA and Board of Directors meetings.
 - (3) Shall disseminate information to membership.

- (4) Shall represent BAPPOA and its interest at other organizations/functions.
- (5) Shall either attend or appoint a Board Member(s) to attend/represent the organization at the annual C.P.R.S. State Conference and Annual California Aquatics Summit.
- (6) Shall confer/appoint all Board Member-at-Large job duties.
- (7) Shall confer/appoint all necessary BAPPOA committee chairs with the approval of the Board of Directors.
- (8) Shall file an Annual Association Report with the membership.
- (9) Shall serve to meet the member's needs for the organization.
- (10) Shall manage e-votes on issues.

2. Vice President

- (1) Shall, in the absence of the President, perform all duties of the President.
- (2) Shall serve on the BAPPOA Board of Directors.
- (3) Shall serve as Chair of Lifeguard Games Committee.
- (4) Shall certify and keep the original or a copy of the bylaws as amended or otherwise altered to date.
- (5) Shall serve as Chair of By-laws/Operations Manual Committee.
- (6) Shall serve as Chair of the Nominations/Elections Committee.
- (7) Shall serve as Parliamentarian.
- (8) Shall chair Bappoa maintenance meetings

3. Treasurer/Chief Financial Officer

- (1) Shall serve on the BAPPOA Board of Directors as Chief Financial Officer of the Association.
- (2) Shall receive, disburse and account for all monies on approval of Section Board of Directors including collection of all membership dues.
- (3) Shall prepare an annual budget for adoption by Board of Directors at the April Board of Directors meeting to coincide with the July 1 – June 30 fiscal year.
- (4) Shall prepare and present to general membership an Annual Fiscal Report at the July meeting.
- (5) Shall verbally present a treasury status report at each Board of Directors and general membership meeting.
- (6) Shall oversee the completion and filing of legally required tax forms as necessary
- (7) Treasurer will assist with the tax preparation for the tax year following the end of their term.
- (8) Shall keep a book of official minutes of all Board Meetings and send copies to Board Members and Committee Chairs. Records should record the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.
- (9) Shall keep a book of all General Meeting agendas, notes, attachments, handouts, etc from meetings, as well as for posting on BAPPOA website.

- (10) Shall keep accurate membership records.
- (11) Shall serve as organizational historian for all records and maintain all records to preserve the integrity of the organization. Copies will be maintained on an electronic device to be made available for the board or members.

4. Chief Training Officer **(BMAL)**

- (1) Establish list of affiliations to report on different activities at bi-monthly meetings.
- (2) Report to members on certifications and law changes.
- (3) Connect with CPRS Aquatics or other agencies on legislative issues involving aquatics.
- (4) Coordinate a listing of Bay Area Trainings and provide information to web master.-
- (5) Act as coordinator/liason/facilitator of BAPPOA sponsored trainings (i.e. lifeguard games, mtc training institute, chem handling training, Bay Area Aquatic Leadership training etc. .
- (6) Develop special training i.e. Vendor Fair.
- (7) Provide updates from professional organizations, such as CPRS District 1, 3 & 4 Updates (i.e. Super Cal, Fall Institute & Trainings), CAMS, AFO/CPO, NRPA, WWA, AOAP.

5. Chief Technology Officer **(BMAL)**

- (1) Monitor BAPPOA's Web page.
- (2) Make updates of information as needed correct errors and keep all information up to date (including job postings in compliance with the By-Laws and Operations Manual).
- (3) Maintain social media sites for BAPPOA (Linked In, Instagram, etc.) Will post a minimum of once a month to sites.
- (4) Serve as the Chief Information Officer (send newsletters, emails to general membership on information)

6. Chief Events Officer- **(BMAL)**

- (1) Chair of Awards Committee including facilitating and coordinating luncheon.
- (2) Chair of Scholarship Committee.
- (3) Serve as Chair of Profession training award committee (Cams/CPRS/Etc.)
- (4) Assist with Lifeguard Games

7. Chief Legislation Officer **(BMAL)**

- (1) Serve and assist Nominations and Election Committee.
- (2) Coordinate and solicit sponsorships for organization which includes events, scholarships, and awards.

- (3) Coordinate the fee and salary surveys (see Operations Manual, Membership Benefits Section F.7)
- (4) Maintain current and past copies of surveys generated. Forward completed Survey's to Webmaster for posting on BAPPOA.
- (5) Oversee and approve other various surveys (presented by BAPPOA members). Only members can submit survey questions. Members receive all survey results.
- (6) Coordinate/Develop surveys upon request and need.
- (7) Coordinate/Develop facility survey for BAPPOA members' facility(s).
- (8) Serve as backup Chair to VP for mtc meetings.