

Panhandle Senior Travelers

Board of Directors' Handbook

(Updated 01/31/23)

President

Vice President

Secretary

Treasurer

Members-at-Large:

Membership Chairperson

Name Tag Chairperson

Trip Planner

Trip Planner

2023 Officers

President – Guy Beard (2023-2024)

Vice President – Julie Armbrust (2023-2025)

Secretary – Colleen Lester (2023-2025)

Treasurer – Sharon Tonetti (2022-2024)

Membership – Saralyn Englert (2022-2024)

Name Tags – Peggy Jennings (2022-2024)

Trip Planner – Faye Williamson (2023-2025)

Trip Planner – Sue Breed (2022-2024)

President's Duties

The President shall provide leadership and direction to the Panhandle Senior Travelers Club, hereafter referred to as the "Club", and he/she shall preside over the Board meetings and the General meetings.

Prior to the start of the Board meetings, the President shall:

1. Set and distribute the agenda in a timely manner by email.
2. Solicit Board members for additional items for discussion.

At the Board meetings, the President shall:

1. Preside over the meetings.
2. Lead discussions on agenda items.
3. Request motions, seconds, and hold a vote.

After the Board meetings, the President shall:

1. Set and distribute the agenda for the General meetings.
2. Shall email the agenda for the General meetings to the Board members in a timely manner.
3. Work issues decided upon at the Board meeting.

Prior to the General meetings, the President shall:

1. Open the meeting location.
2. Prepare the PA system.
3. Oversee the set up of tables for trip sign-ups, etc.
4. Welcome members and guests.

During the General meetings, the President shall:

1. Call the meeting to order.
2. Direct the saying of the Pledge of Allegiance.
3. Introduce the Board members in attendance.
4. Introduce and welcome new members and guests (list provided by Membership Chair).
5. Preside over the meeting per the established agenda.
6. Check if there is any other issues, concerns, comments, etc. prior to closing the meetings.
7. Formally adjourn the meeting.

Following the General meeting, the President shall:

1. Confer with the other Board members present.
2. Follow up with any issues, concerns, etc. that was presented and/or addressed at the General meeting.

Miscellaneous duties:

1. September – oversee the appointment of the nominating committee (3 members).
2. November – oversee the solicitation of nominees from the floor, preside over the election of the new Board members; AND appoint two (2) members [one may be a Board member] to conduct an internal audit of the financial records and give their report at the February Board and General meetings; AND authorize the planning of the Christmas party.
3. February – authorize the planning of the picnic.

Vice President's Duties

The Vice President shall preside over the Board and/or General meetings in the event that the President is unavailable, and he/she shall assume all of the authority, duties and responsibilities of the President until the President is once again available. When filling the role of “acting President”, refer to the section in this document for guidance.

The following duties are assigned to the Vice President under normal circumstances:

At the Board meetings, the Vice President shall:

1. Report and/or provide updates on special events, locations, expenses, etc.
2. Contribute to the discussion of issues.
3. Vote his/her conscience on the issues.

At the General meetings, the Vice President shall:

1. Assist with the set-up.
2. Oversee the trip information table and the trip sign-up table(s).
3. Provide the President with any pertinent information that may impact the General meetings.
4. Greet individuals known to be new members or first time visitors.
5. At the October and November/April and May meetings, provide information regarding any upcoming special events, including but not limited to the Christmas party and the picnic.
6. Oversee and encourage members to sign-up for the Christmas party and the picnic, and oversee and/or appoint individuals to collect any money for special events.

Miscellaneous duties:

1. Present to the Board venues and available dates for the Christmas party and picnic.
2. Present to the Board projected expenses for the various events.
3. Oversee the “birthday party” and the expected expenses.
4. Oversee the purchase of door prizes, gifts, raffle tickets, etc.
5. Recruit volunteers to assist with the various events.

Secretary's Duties

The Secretary shall take the minutes of the Board and General meetings, and shall record what transpires at special events. In the event that the Secretary cannot attend either or both the Board and/or General meetings, she/he should designate a Board member to assume these responsibilities.

At the Board meetings, the Secretary shall:

1. Take minutes of the proceedings.
2. The minutes of the Board meetings shall be emailed to each of the Board members within an appropriate time prior to the next scheduled Board meeting.
3. The minutes of the previous meeting will be reviewed and a vote to accept will be conducted at the Board meeting.

At the General meetings, the Secretary shall:

1. Take minutes of the proceedings.
2. The minutes of the General meetings shall be presented and reviewed at the next Board meeting following the General meeting. Once reviewed, the General meeting minutes will be emailed to the individual responsible for the "newsletter". That individual will attach the General meeting minutes to the newsletter which is sent to the general membership.

Miscellaneous duties:

1. Work with the Vice President on special events.
2. Be available to assist in the promotion of the Club.

Treasurer's Duties

The Treasurer shall maintain the financial records of the Club in accordance with generally accepted accounting practices. It is highly recommended that the Treasurer is familiar with accounting software such as Quicken, Excel, and Word.

At the Board meetings, the Treasurer shall:

1. Give a report of the general financial status of the Club.
2. Answer any questions that Board members may have regarding the Club's finances.
3. Provide individual financial reports for previous, current, and future trips.
4. Provide financial reports for special events (picnic, Christmas party, etc.).

At the General meetings, the Treasurer shall:

1. Have a prepared monthly financial report which will be available upon request for review by Club members at each scheduled General meeting.
2. Collect all payments made by the Club members for membership dues, name tags, and trips and deposit those payments in a timely manner.

Miscellaneous duties:

1. Work closely with trip planners and trip escorts.
2. Provide funds to event planners for special events such as the Christmas party, the picnic, etc.
3. Provide over payments, per the Bylaws, that are \$10.00 or more.
4. Provide check cards to trip escorts for the duration of the trip.
5. Collect all receipts, the check card, etc. at the conclusion of the trip.
6. Have all financial records available for the audit committee to review in January.

Membership Chairperson's Duties

The Membership Chairperson shall register members and maintain a membership roster that is updated on a regular basis. It is highly recommended that the Membership Chairperson is familiar with the use of Excel.

At the Board meetings, the Membership Chairperson shall:

1. Provide the Board with the most recent number of active members.
2. Inform the Board of any members that are delinquent with payment.
3. Inform the Board of any needs or concerns regarding membership forms, dues, etc.

At the General meetings, the Membership Chairperson shall:

1. Set up a designated "Membership Registration" table.
2. Solicit assistance, if needed, to get individuals registered.
3. Provide a separate sign-in sheet for guests/visitors, then give the list to the President so they can be welcomed.
4. All members of the Club are required to renew their membership in January. Membership dues are NOT prorated.
5. Inform all members that if there is any change in their contact information (telephone, email, postal address, etc.), they need to provide those updates to the Membership Chairperson.

Miscellaneous duties:

1. Provide the name and email of new members to the Board member responsible for emailing the newsletter.
2. Provide the Board member responsible for emailing the newsletter an announcement to include in the newsletter that members that have not renewed their membership by the 1st of April will be removed from the membership roll.
3. Provide the Treasurer with checks collected from the new members.
4. Create and email a membership roster to all of the Board members.
5. Receive from each trip planner/escort a list of the individual trip participants to check that their membership is paid and up-to-date.

Name Tag Chairperson's Duties

The Name Tag Chairperson shall take orders and payment for name tags for the membership.

At the Board meetings, the Name Tag Chairperson shall:

1. Give a report of the most recent number of name tags that have been ordered and purchased.
2. Inform the Board of any problems or concerns.

At the General meetings, the Name Tag Chairperson shall:

1. Set up a designated area/table to display the various name tag options, and to take name tag orders.
2. Have members accurately print their name as they want it on their name tag.
3. Inform the members that have ordered name tags, when they have arrived and may be picked up.

Trip Planner's Duties

It is highly recommended that the Trip Planner is familiar with using Excel, Word, and group emails.

The Trip Planner shall engage in the following areas:

1. Gather information from the General membership and the Board using a survey to identify trips that are of interest.
2. Research and plan prospective trips to be presented to the Board.
3. Research modes of transportation including but not limited to: air fare, coach availability and costs, etc. and the expenses of various modes.
4. Consider trips of various lengths – day trips, less than a week trips, extended trips, etc.
5. Plan activities while traveling, rest stops, places to eat in route, etc.
6. Prepare handouts for travelers.
7. Provide information of “approved” trips to the PST webmaster.
8. Provide the Membership Chairperson a list of the participants on each trip to confirm that their membership is paid and that they are in good standing with the Club.

At the Board meetings, the Trip Planner shall:

1. Review evaluations of completed trips.
2. Review planned trips.
3. Present trip flyers.
4. Gather and provide trip information to be included in the PST Newsletter.
5. Recruit additional escorts if needed.

At the General meetings, the Trip Planner shall:

1. Set up a table/display with the flyers of proposed trips.
2. Prepare and display sign-up sheets for each proposed trip.
3. Review travel “rules” with the membership.
4. Inform the members of the trip “timeline” regarding payment deadlines, etc.
5. Have participants identify if a single room or their roommates if double.
6. Collect “deposits”.
7. Collect “final” payments.
8. Give monies to the Treasurer in a timely manner.
9. Establish and communicate trip specifics to the participants (draw for coach seats, luggage tags, pick up locations, etc.)