

Application for

Date: \_\_\_\_\_

### VBSC OFFICERS/BOARD OF DIRECTORS

January 1, 2024 – December 31, 2024

In applying for a position on the Executive VBSC Board (President, Vice President, Secretary, Treasurer, or Nominating) it is recommended that you serve as chairmanship on the Board for at least one year.

NAME: \_\_\_\_\_

X OFFICE APPLYING FOR: President \_\_ Vice President \_\_ Secretary \_\_ Treasurer \_\_ Nominating \_\_

Number of years you have in the VBSC Shag Club: \_\_\_\_\_

VBSC Experience: Positions held: VBSC Board – (Office, Chairmanship, Committees...

Office:

Chair:

Committees:

*Sample*

Experience outside of the VBSC (Occupation, Awards, Education, etc.)

I believe a successful board is one working together as a team while being respectful to one another.

SIGNATURE: \_\_\_\_\_

Return to Bob Person before September 1, 2023

**Bob Person 757-7249110**

## **Things to think about when running for an office on the Virginia Beach Shag Club, Inc.**

When elected to the Board you are expected to attend all Board Meetings and be familiar with the Bylaws. The Bylaws have been approved by the general membership and are to protect the membership. The Board meets once a month. The General membership meets four times a year. The General Membership Meeting in November is for elections of the upcoming Board.

### **Some Duties for Elected Officers:**

**President** presides at each of the Board meetings. The President should be familiar with the Bylaws, as this protects the general membership. He/she is head of the board as a mediator, and never makes decisions without consulting the Elected Board. He/she prepares yearly Budget with treasurer's assistance. Makes sure taxes are properly filed and audit is prepared.

**Vice President** attends all meetings, supports the Board and President and takes over when President is absent. The VP handles all disputes, grievance's and/or questions from club members and board. The VP is expected to be familiar with the Bylaws.

**Secretary** attends all meetings, keeps accurate records. The Secretary presents the minutes to the board members within two weeks after any board meeting. The Secretary usually assembles the board meeting agenda; handle all correspondence (monthly birthday cards and/or necessary letters, memo etc.) The secretary should be familiar with the Bylaws.

**Treasurer** attends all meetings, keeps all financial records, which are available to any club member. The Treasurer prepares in writing a monthly financial report for each board member. The Treasurer usually picks up the mail each week and distributes accordingly. The Treasurer requires a receipt and/or documentation for any check written. The Treasurer assists the President in preparing the yearly budget, and is familiar with the Bylaws.

**Nominating Chair** shall be familiar with the Bylaws. In July the Nominating chair is required to notify the members interested in running for Office that applications are available and must be in by September 1<sup>st</sup>. The nominating Chair should advise those interested in an Office the requirements of the desired positions. The Nominating Chair selects a committee and oversees the November election.

\*It is important to note being on the board requires dedication to the General Membership, Board, Club activities and the overall operation of the club. The Virginia Beach Shag Club is not a charity organization rather a non-profit social club, Listed as The Virginia Shag Club, Inc.

**The mission of The Virginia Beach Shag Club is to bring people together with mutual interests in dancing, socializing, developing friendships, promoting beach music and supporting the community through special events and charitable fund raising.**