

DUTIES OF OFFICERS

President

- Shall call and preside at all BAPPOA membership and Board of Directors meetings.
- Shall prepare the agenda for the General BAPPOA and Board of Directors meetings.
- Shall disseminate information to membership.
- Shall represent BAPPOA and its interest at other organizations/functions.
- Shall appoint all Board Member-at-Large job duties.
- Shall appoint all necessary BAPPOA committee chairs with the approval of the Board of Directors.
- Shall also sit on “Friends of BAPPOA” committee but will not serve as chair.

Vice President

- Shall, in the absence of the President, perform all duties of the President.
- Shall serve as Chair of Lifeguard Games Committee and Vice-Chair of Junior Lifeguard Games Committee.

Secretary

- Shall certify and keep the original or a copy of the bylaws as amended or otherwise altered to date.
- Shall keep a book of official minutes of all Board Meetings
- Shall keep a book of all General Meeting agendas, notes, attachments, handouts, etc from meetings, as well as for posting on BAPPOA website.
- Shall keep accurate membership records.

Treasurer

- Shall serve on the BAPPOA Board of Directors as Chief Financial Officer of the Association.
- Shall receive, disburse and account for all monies on approval of Section Board of Directors including collection of all membership dues.
- Shall prepare an annual budget for adoption by Board of Directors to coincide with the fiscal year.
- Shall prepare a quarterly Treasurer’s report for presentation and adoption by the Board of Directors.
- Shall prepare and present to general membership an Annual Fiscal Report.
- Shall verbally present a treasury status report at each general membership meeting.
- Shall oversee the completion and filing of legally required tax forms as necessary.

Past President

- Shall serve as Chair of Junior Lifeguard Games Committee and Vice-Chair Lifeguard Games Committee.
- Shall serve as Chair of By-laws Committee.
- Shall serve as Chair of the Nominations/Elections Committee.
- Shall serve as Vice President Pro tem if President Office is vacated and filled by Vice-President until an appointment can be made and fulfill necessary duties accordingly.

It shall be the duty of the President to appoint the four (4) Board Member-At-Large Directors to one of the four (4) assignments on an annual basis:

1. Affiliations, Training, Staff Development, and Legislative Liaison

- Establish list of affiliations to report on different activities at bi-monthly meetings.
- Report to members on certifications and law changes.
- Connect with CPRS Aquatics or other agencies on legislative issues involving aquatics.
- Coordinate a listing of Bay Area Trainings and provide information to web master.
- Provide updates from professional organizations, such as CPRS District 1,3 & 4 Updates (i.e. Super Cal, Fall Institute & Trainings), CAMS, AFO/CPO, NRPA.

2. Web Master and Surveys

- Monitor BAPPOA's Web page.
- Make updates of information as needed correct errors and keep all information up to date.
- Coordinate fee and salary surveys on an annual basis.
- Maintain current and past copies of surveys generated.
- Oversee and approve other various surveys (presented by BAPPOA members).
- Coordinate/Develop surveys upon request and need.
- Coordinate/Develop facility survey for BAPPOA members' facility(s).
- Assist with the set up of surveys for the web page.

3. Scholarships and Awards

- Chair of Awards Committee including facilitating and coordinating luncheon.
- Chair of Scholarship Committee.
- Serve and assist Nominations and Election Committee.

4. Sponsorships and "Friends of BAPPOA" Liaison

- Chair of "Friends of BAPPOA" Committee.
- Chair of Sponsorships Committee.
- Coordinate and solicit sponsorships for organization which includes events, scholarships, and awards.
- Shall Coordinate a Vendor Fair each year
- Serve as liaison to the BAPPOA Maintenance Group.