

# Contents

THE EXECUTIVE BOARD .....	30-31	COORDINATORS' RESPONSIBILITIES .....	40
Incoming Executive Board .....	30-31	DIVISION RESPONSIBILITIES	
Nonsectarian Policy .....	31	OF CLUB OFFICERS .....	41
PRESIDENT .....	32-33	ACTIVITIES DIRECTOR .....	41
PRESIDENT ELECT .....	34	(President) .....	41
Vice President Optional .....	35	Duties of the Activities Director: .....	41
CORRESPONDING SECRETARY .....	35	PROGRAM DIRECTOR	
RECORDING SECRETARY .....	36	(President Elect) .....	42
TREASURER .....	37	VICE PRESIDENT .....	43
Pro-Rated Dues, Initiation Fee		Information regarding	
and Club Insurance Chart .....	38	division material.... ..	43
DIRECTORS .....	39		

**THE  
EXECUTIVE  
BOARD**

# THE EXECUTIVE BOARD

The Executive Board is the governing body of the Pilot Club and is comprised of the elected officers.

Each member of the board is expected to:

1. Commit the time necessary to attend board and club meetings regularly.
2. Make unbiased decisions in the best interest of all members and the club.
3. Fulfill assigned duties.
4. Use personal talents to assist the club.

**Monthly or quarterly meetings** of the Executive Board are held prior to the club meeting, at a time and place set by the Executive Board. A time limit should not be placed on the Executive Board meetings because all agenda items to be presented to the club must be considered (or postponed).

△ The Board will:

- conduct all routine business of the club
- recommend approval of division plans and club budget
- review types of membership
- supervise the organization of new clubs

A brief summary of **action** taken, as well as recommendations from the Executive Board, are presented to the club at the next business meeting.

## **Incoming Executive Board**

In the interim between the election and installation of club officers, it is the responsibility of the incoming officers to become familiar with the details and duties of the office.

Each incoming officer should also study the duties of the incoming Board relating to club division activities which are outlined in this section.

All Board members are encouraged to attend the annual district convention and the Pilot International convention and should also encourage all club members to attend both conventions as well.

As club leaders, you have in your hands a members' most valuable possession . . . **THEIR TIME!** Don't waste it. Know what you want to accomplish before each meeting, whether a board, committee, or club



meeting. If you don't know why you are meeting, valuable time may be wasted. Read "Meeting Tips" section for great suggestions. Always keep in mind, that successful Pilot Club leaders:

- ☐ Set the tone and pace for the club year;
- ☐ Allow others to succeed;
- ☐ Try to handle paperwork or correspondence only once.  
Pass on forms and materials to the responsible club leader or appointee!

### **Nonsectarian Policy**

According to **Pilot Bylaws**, Pilot International and its clubs are nonsectarian. Every effort should be made to respect all religions by keeping invocations, memorial services, and references in club newsletters inspirational.

**Executive  
Board**



**Executive  
Board**

**PRESIDENT**

**Leadership Opportunities**

1. Guide the club to grow not only in numbers but in Pilot spirit of Friendship and Service. **Lead the club to be the BEST it can be!**
2. Network with other Pilot Clubs and district leaders through meetings, e-mail, the Pilot website and correspondence to exchange ideas and success stories. Be a resource club to other clubs.
3. Represent and promote the club within Pilot and the local community. Lead the club that is known for **SERVICE**.

**Duties of the President**

**It is the responsibility of the President to:**

1. Preside at club and Executive Board meetings.
2. Serve on the Pilot Excellence Program (PEP) Committee and assume responsibility for seeing that the PEP report is completed and mailed no later than August 15 (**immediately upon assuming office**).
3. Lead club leaders in determining areas where the club is successful. Build on these to strengthen leadership development, club fellowship and service to the community.
4. **Continue** to assess the needs of the membership and address these. This is crucial to the retention of members.
5. Be familiar with PI Bylaws, club and district standing rules.
6. Supervise the work of club officers to see that –
  - a. The recording secretary submits “Notification of Change in Club Membership Information” form to Pilot Headquarters immediately when any change in membership occurs. (Form may be found in the form section of this manual and on the [PI Website](#). Send copies as designated.)
  - b. A check should be sent when a new member is listed on the above form.
  - c. Dues to Pilot International and to the district are paid promptly.
  - d. Club bills are paid promptly.
  - e. Other reports are submitted as requested.
7. Appoint and serve, without vote, on special committees authorized by the Executive Board.
8. Appoint a board member to serve as board parliamentarian (if desired).



**Executive  
Board**

9. Appoint a club parliamentarian (who retains full privileges of membership), a chaplain and possibly a historian.
10. Sign all official communications except those delegated to another officer.
11. Promote leadership development.
12. Fiscal responsibilities include:
  - a. Countersign club checks.
  - b. Authorize expenditures for unbudgeted amounts within limits established in the club standing rules.
  - c. Appoint an audit committee; however, Pilot International recommends external audits.
  - d. Serve on the budget committee.
13. Serve as Activities Director and as a non-voting member of each division. (See the Divisions Section of this manual for more information.)
14. Use discretion when a vote is taken by ballot. When there is the possibility that members might vote “Yes” out of courtesy in a voice vote, the preferred method is by ballot.
15. Throughout the year, the President will receive club mail. All mail – invitations, information, etc. – **should be shared** with the Executive Board and club members. **Copy material from this manual for club officers and appointees.**
16. Keep the members informed of suggestions and correspondence from Pilot International and from the District Governor by:
  - a. briefing membership at meetings
  - b. including these items in club bulletins.
17. Represent the club at civic and community events upon invitation (or see that the club is represented.)
18. Encourage all club members to signup for Constant Contact. President of club will receive information from Pilot International which will need to be reported promptly to the club.



**Executive  
Board**

**PRESIDENT ELECT**

The President Elect of the Pilot Club performs the duties delegated to this office by the Pilot Bylaws.

**Duties of the President Elect**

**It is the responsibility of the President Elect to:**

1. Preside in the absence of the President.
2. Serve as the club Program Director and a non-voting member of each division. (See Division information in this section for more information.)
3. Serve as a member of the budget committee and chair of the Pilot Excellence Program (PEP) committee. Review with the Executive Board throughout the year but especially during the planning period for the new club year.
4. Countersign checks in emergencies.
5. Appoint division coordinators for the next year after a review of the duties and careful consideration of the members' interest and talents.
6. Appoint PIF Club Representative.
7. Assign each member to a division for the next year. Poll the members as to their choice of division assignment. Use the "Club Division Form" in this manual. Also consider the talents of each member.
8. Assume responsibility for publication of a club yearbook **IF** a decision is made by the club to have one.
9. Become familiar with the duties of the Executive Board and each of its officers and the functions of each division.
10. Become familiar with the Pilot International Bylaws, Policies and club goals.
11. Become familiar with parliamentary procedures.

The President Elect automatically becomes President at the close of the term.



**Vice President *Optional Office* (Club's Decision)****Duties of the Vice President**

It is the responsibility of the Vice President to:

1. Serve as a non-voting member of each division.
2. Serve as a member of the budget committee.
3. Preside for the President when both the President and the President Elect are absent.
4. Become familiar with the duties of the Executive Board and each of its officers and the functions of each division.
5. Become familiar with the Pilot International Bylaws, Policies and club goals.
6. Become familiar with parliamentary procedures.

The President may delegate the responsibilities of Activities Director to the Vice President. (See Division material in this section for more information.)

**CORRESPONDING SECRETARY**

The office of Corresponding Secretary is an important one because written communications reflect the public image of the club.

**Duties of the Corresponding Secretary**

It is the responsibility of the Corresponding Secretary to:

1. Draft all communications as directed by the club, the President or the Executive Board. (Only authorized correspondence should be written in the name of Pilot by any officer or member.)
2. Prepare all letters for the signature of the President on Pilot Club letterhead. Provide a copy for the President's files.
3. Inform the Executive Board about all correspondence (pertinent excerpts are acceptable).



**Executive  
Board**

**RECORDING SECRETARY**

The duties of the Recording Secretary are particularly specific. The club relies on the accuracy, preciseness, dependability and promptness of the recording secretary in the matter of its records, as well as in its dealings with the district and Pilot International.

If a club does not have a Corresponding Secretary, the Recording Secretary is also responsible for discharging the duties of that office. (See Corresponding Secretary's responsibilities.)

**Duties of the Recording Secretary**

**It is the responsibility of the Recording Secretary to:**

1. Go over the business meeting agenda with the President to ensure that no unfinished business has been omitted.
2. Work closely with the President to ensure that all records and materials needed for the meeting are available.
3. Determine the number of members present who are eligible to vote and, in consultation with the parliamentarian, determine the number required for a quorum at board and club business meetings. Privileged and Emeritus members and members on leave of absence are NOT counted when determining the quorum. These members do not have the right to vote.
4. Record and transcribe minutes of club and board meetings. (For details see "Minutes" in the Handbook for Club Officers.)
5. Summarize minutes, then distribute copies at meetings or publish in your club newsletter. *Reading of minutes at club meetings is not recommended.*
6. Work closely with the Treasurer to be sure that membership records are in agreement so that the proper amount of dues can be sent with forms to the district and Pilot Headquarters.
7. Serve as a member of the PEP committee. Be prepared to discuss the activities of each month and how they apply to the PEP report.
8. Send "Notification of Change in Membership Information" form to Pilot Headquarters immediately when any change in membership occurs. Be sure to attach Membership Information Forms, dues, initiation and insurance payment for new members. See the prorata chart shown under "Duties of the Treasurer" item 7. (Send copies as designated.)
9. Notify the District Chaplain of the death of a Pilot or family member. Notify the International Chaplain immediately of the death of a Pilot.
10. Maintain a file of members including home and business addresses, telephone & fax numbers, e-mail address, firm name and position.
11. Keep attendance records IF required by club standing rules.
12. Encourage members resigning from club to become either E- members or Members-at-Large. Be sure to give resigning member an Exit Interview Form.
13. Call a meeting to order in the absence of the President, President Elect, and Vice President (optional) and preside until a chair pro tem is elected.
14. Become familiar with parliamentary procedures, especially with regards to the duties of the Recording Secretary.

Report resignations promptly. If you fail to report a resigned member, Pilot International and the district will continue to carry the person as a club member, and the *club will be responsible* for the member's dues.



**TREASURER**

The Treasurer should be familiar with basic financial management procedures.

**Duties of the Treasurer****It is the responsibility of the Treasurer to:**

1. Receive and deposit all club funds in the name of the club in the bank(s) approved by the Executive Board.
2. Serve as chair of the budget committee, attend division planning meetings and assist in the preparation of the budget for approval by the Executive Board and club membership.

Serve on the PEP committee and use this report to assist with planning club goals.

3. Pay all authorized bills promptly.
4. Sign all checks, securing countersignatures of the President or President Elect as directed by the Executive Board.
5. Keep financial statements current and report on the financial status of the club at each Executive Board and club business meeting.
6. Pay membership fees to Pilot International and to the District as stated in Pilot Bylaws and District Standing Rules. (Note: Dues are **not** a charitable deduction.)

**International membership fees:**

- Insurance is \$4.00 annually (U.S. & Canada members). Insurance is not prorated.
  - Initiation fee is \$25.00
  - Annual International dues are \$50 US per member
  - Dues for new and reinstated members are prorated monthly.
7. Work closely with Recording Secretary:
    - to verify that club membership records are in agreement with roster and invoice sent from Headquarters when paying annual club dues;
    - to ensure that prorata dues sent to Pilot International Headquarters are attached to the "Notification of Change in Membership Information" form. (See chart on next page)



**Executive Board**

**Pro-Rated Dues, Initiation Fee and Club Insurance Chart**

	July	August	September	October	November	December
PRORATED DUES	50.00	46.00	42.00	38.00	34.00	30.00
INITIATION FEE	25.00	25.00	25.00	25.00	25.00	25.00
CLUB INSURANCE	4.00	4.00	4.00	4.00	4.00	4.00
<b>TOTAL DUES</b>	<b>79.00</b>	<b>75.00</b>	<b>71.00</b>	<b>67.00</b>	<b>63.00</b>	<b>59.00</b>

	January	February	March	April	May	June
PRORATED DUES	26.00	22.00	18.00	14.00	9.00	4.00
INITIATION FEE	25.00	25.00	25.00	25.00	25.00	25.00
CLUB INSURANCE	4.00	4.00	4.00	4.00	4.00	4.00
<b>TOTAL DUES</b>	<b>55.00</b>	<b>51.00</b>	<b>47.00</b>	<b>43.00</b>	<b>38.00</b>	<b>33.00</b>

8. Send reminders to members whose dues are not current.
9. Keep incorporation of the club current, filing an annual report and paying any fee whenever necessary, to a state or province agency or its equivalent (in the United States usually the Secretary of State.)
10. Pay all current club indebtedness by July 1.
11. Deliver books to the audit committee by July 31.
12. Beginning in 2008, tax-exempt organizations like Pilot clubs, that previously were not requested to file tax returns, **are** now required to file an **annual electronic** notice, Form 990-N, Electronic Notice (e-Postcard) for Tax Exempt Organizations not Required to File form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006 (for Pilot clubs, the first tax period **was** July 1, 2007 through June 30, 2008).

For details see Tax Information for US Pilot Clubs and Districts in this manual.



**Executive  
Board****DIRECTORS**

In accordance with Pilot Bylaws, Directors are charged with specific duties. They may also be delegated various other assignments by the President and/or the Executive Board.

**Duties of Directors**

**It is the responsibility of the Directors to:**

1. Become familiar with Pilot Bylaws and Policies; District and Club Standing Rules
  - Keep club informed on the bylaws/policies and procedures of the organization.
  - Encourage club members to become familiar with Bylaws and Standing Rules.
  - Be prepared to give a brief presentation on the Bylaws when requested by the President. (This would be especially helpful when the bylaws provide for an upcoming event such as election of the nominating committee.)
2. Encourage attendance of members at club, district and international meetings.
3. Encourage unity and friendship among members.
4. Encourage cultural, racial, and religious diversity in the make-up of club's membership and its interaction with the community-at-large.
5. Become familiar with parliamentary procedure.



**Division  
Responsibilities**

**CLUB DIVISION  
COORDINATORS' RESPONSIBILITIES**

Each division coordinator is responsible for the development of division activities and budget request for the division. Coordinators are encouraged to **work closely** with division members.

**Duties of Division Coordinators:**

1. Studies information from Member Survey, current PEP report, recent issues of THE PILOT LOG, and the club goals.
2. Evaluates the club's support of existing projects/programs and fund raisers and determines if support is there to continue with ongoing projects.
3. Attends briefing session called by the President Elect and is prepared to discuss how the club's goals will impact their division.
4. Schedules Division Planning Meeting date and notifies all members of the division, incoming Club President, and President Elect.
5. Conducts division planning meeting.
6. Provides a copy of division budget request to the incoming Treasurer. (NOTE: Fund Raising Division Coordinator includes anticipated fund raising receipts in addition to the budget request. Fund Raising Coordinator attends Budget Committee Meeting.)
7. Provides copies of the proposed division activities to the incoming club President for distribution to each incoming Executive Board member.
8. Presents proposed division activities at second meeting of incoming Executive Board to be held prior to the July business meeting.
9. Provides copies of Board-approved proposed division activities to Activities Director (new club President) for distribution to each member.
10. Presents Board-approved proposed division activities at the July club business meeting for approval.
11. Prepares oral report to be given at club business meetings.
12. Works with person responsible for club publicity to assure news coverage for division activities.
13. Coordinates all activities under their division.






# DIVISION RESPONSIBILITIES OF CLUB OFFICERS

## Division Responsibilities

### PRESIDENT

The President serves as a non-voting member of each division. The **President** is also the **Activities Director** unless this responsibility is delegated to the Vice President (optional office).

#### Duties of the President:

1. Requests the following leaders to present proposed Board-approved plans to the club for approval at the July club business meeting.
  - a. Coordinators - proposed division activities
  - b. President Elect - proposed schedule of club program meetings
  - c. Treasurer - proposed club budget
2. Sends a copy of the club approved division activities by August 15 and club budget to the Governor by July 31 and a copy to PI Headquarters.
3. Gives each club member a copy of the:
  -  Approved division activities;
  -  Schedule of club program meetings;
  -  Club budget.
4. Reviews, copies and routes all information from club mailings and THIS manual to appropriate person(s) ***promptly***.
5. Evaluates the progress of the division activities of the club. Share how these successes will affect the PEP report and results. It is essential that all club activities be evaluated in order to preserve the lifeblood of the club.
6. Works with divisions to increase ***club's visibility*** through projects, programs and activities.



**Division  
Responsibilities**

**PROGRAM DIRECTOR  
(President Elect)**

The President Elect serves as Program Director for the club and is a non-voting member of each division. The President Elect also uses the year to evaluate and plan division activities to be conducted the next year when the office of President is assumed. The duties listed below are divided into two sections, ongoing duties and duties relating to the planning for the next club year.

**ONGOING Duties of the Program Director (this year):**

1. Surveys the club membership. It is essential to evaluate club activities in order to preserve the lifeblood of the club. Survey forms should be completed and returned to ensure that members' input truly determines the level of support, interest and visibility of any ongoing projects/activities.
2. Serves on budget committee and chair of the PEP committee.
3. Works with Division Coordinators in making special arrangements for program participants.
4. Performs other duties relative to division activities as assigned by the President.

**Duties of the Program Director Relating to Planning for the NEXT Club Year:**

1. Appoints coordinator for each division and the club PIF representative for the next year. Meets with the incoming Executive Board immediately following the election of officers. At this first meeting of the incoming Executive Board, announces the appointment of club coordinators and the club PIF representative.
2. Conducts Member Survey/Brainstorming meeting to determine future club goals.
3. Assigns each member to a division for the next year. See Club Division Form. Notifies coordinators of members assigned to their division.
4. Holds a briefing session with incoming coordinators after meeting with incoming Executive Board and discusses PEP, club goals and future plans.
5. Attends each division planning meeting and assists with:
  - Member Survey
  - Development of plans and budget requests
  - Evaluation of visibility of future activities
  - Calendar of club division activities for the next year



6. Coordinates presentation of the proposed plan for division activities and budget request to the incoming Executive Board.
7. Sets up a yearly schedule of club program meetings for the coming year and, in cooperation with the coordinators, plans appropriate programs for specific months.
8. Notifies the following members concerning presentation at the second meeting of the incoming Executive Board :
  - a. Coordinators - proposed division activities
  - b. Incoming President Elect - proposed schedule of club program meetings
  - c. Incoming Treasurer - proposed club budget
9. Holds the second meeting of the incoming Executive Board prior to the July club business meeting. Presents and provides copies of both division plans and the schedule of club program meetings of the incoming Executive Board for their approval.
10. Sees that copies of Board-approved division plans and scheduled club program meetings are made and given to each member at the July club business meeting when the office of Club President is assumed. A copy should be sent to Pilot Headquarters.

## **VICE PRESIDENT**

### **(Optional Office)**

The President designates the duties of the Vice President relative to division activities.

### **FOR MORE INFORMATION REGARDING DIVISION MATERIAL...**

The *Handbook for Club Officers* is available at Pilot International Headquarters at a print-on-demand cost of \$7.50. A CD is also available at \$5.00, and is also available as a downloadable document for free on the website . This handbook has information and tools for club officers and appointees. Some features are:

A detailed timeline for the President and President Elect showing duties from the time of election through installation. This is a very important time for new incoming officers and their appointees.

Procedures for Revising Club Approved Division Plans.

A section for each club officer with duties, forms and sample letters all together for easy use.

Plan of Works Form, Sample Agendas, and Brainstorming Tips.

Pilot Year at a Glance showing each month with deadlines and programs for the month.

To order:

Call 1-800-824-2872  
FAX: 478-477-6879

## **Division Responsibilities**

*Manual Sections are available for FREE download from our website.*



Notes: