



# Pleasant Forest Camping Club

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4922 Puget Rd. NE  
Olympia, WA 98516  
360.491.2467

Board of Directors

## Board Candidate Application Packet

**Dear Candidate,**

Thank you for your interest in serving your Club by submitting your name and talents for election by our Membership to the Board of Directors.

### **Candidate Information:**

There is a job on the Board to fit everyone. Application forms are available from the Board Secretary, in the mail room forms cabinet, or from your Nominating Committee members. To be eligible to run for a position on the Board of Directors, you must:

- Be a member in Good Standing
- Not have your Membership up for Sale
- Submit Your Application
- Not campaign Against Another Member

This is an exciting time for Members to serve your Club as a Director on our Board. Help be part of the future of our Club. What you get is:

- a team environment
- support staff to help you be effective
- knowing your skills are needed
- to effect change in our organization
- able to feel good by doing good.
- collaborating with interesting people
- learn new skills.
- enjoyment in being recognized for your efforts
- giving back to the community
- a new reason to live productively
- to have an impact
- another way to have fun
- an opportunity to fill one of these exciting posts:

**Opportunities as a Director**  
**Executive Officers**  
**President**

- Preside as Chair at all meetings and functions of the Corporation, including those of the Board of Directors.
- Has general supervision, direction and management of corporate affairs as directed by the Board of Directors.
- Serves as Corporation spokesperson
- Signs with the Secretary all deeds and contracts on behalf of the Corporation, which, has been properly authorized by the Board of Directors.
- Signs with the Secretary, all the certificates of Membership of the Corporation.

**Vice President**

- In the absence of the President, performs the duties of the President.
- Automatically assumes the President's office if a President Vacancy occurs and performs responsibilities until the next annual election.
- If the Vice President is required to fulfill the Presidents remaining term of office, the interim Vice President will be elected from the Board only until the next annual election.
- Fills officer vacancies as needed.
- Assists the President in oversight of special programs, services, and projects as assigned by the President.

**Secretary**

- Ensures full and correct minutes are kept of all official meetings of the Board meetings and ensures copies of minutes are distributed to Directors and available for Members.
- Attends to all correspondence pertaining to the affairs of the Corporation and brings forward all correspondence of the Corporation to be entered into the official record of the first regular meeting of the Board of Directors following its receipt.
- Has custodial authority over all corporate records and property. The Secretary will sign with the President all deeds and contracts on behalf of the Corporation that have been properly authorized by the Board of Directors.
- Has sole custody of the "Corporate Seal" and will impress/affix that seal on all documents that require it.
- Ensures all original Corporation papers, documents, and computer back up files of financial records of the Corporation are secured in the PFCC safe deposit box and makes them available for inspection upon request within a reasonable response time.
- Provides for effective management of the Corporation's records adhering to State records management guidelines.
- Ensures registering of the Corporation with the State of Washington occurs every year.

## **Treasurer**

- Oversees all money and assets that belong to the Corporation.
- Ensures a fair and accurate account of all receipts are recorded and kept.
- The Treasurer will present to the Membership, a full and written statement showing the financial condition of the Corporation, this will be required at the annual Members meeting. Should a special meeting be called the documents may be required at that time also. The Board of Directors may request these documents at any time.
- The Treasurer will verify all financial statements and warrants and authorize all invoices approved for payment.
- The Treasurer will continually scrutinize the cash flow and observe its compatibility with the annual budget accepted by the Board of Directors and presented to the Membership.
- Informs the Board of Directors in a timely manner of any concerns that need attention
- Provides monthly financial reports which are made part of the official meeting records of the Regular meetings of the Board of Directors.
- Ensures monthly reports include, at a minimum, prior month expenses and incomes, year to date expenses and income, cash month and year to date status of all accounts and funds.

## **Assistant Directors**

### **Director, Committees**

- Oversees the work of PFCC official Committees and Subcommittees
- Attends at least one or more meeting per year of each Committee/Subcommittee
- Serve as a non-voting member of each Committee/Subcommittee.
- Ensures Committee recruiting advertisement/announcements are performed utilizing newsletter, web/ email internet, and posting communication tools
- Assist in keeping Committees on task and schedule for performance of duties as set through the Bylaws/Rules and Regulations or through Board action
- Report updates at regular monthly Board of Directors meetings when Committee/Subcommittee representatives are not present

### **Director, Maintenance**

- Oversees the work of the Maintenance Manager
- Supervise the Ranger, Assistant Ranger, and Custodian
- Approves time sheet, work schedules, and time off for designated employees
- Oversees and adheres to the budget for maintenance and repair
- Ensures that monthly maintenance and repair updates are prepared for publication in the monthly newsletter and for other uses as needed
- Approves invoices for payment for authorization by Treasurer
- Authorizes purchases up to \$500 as needed for repairs and maintenance



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Board of Directors

## Candidate for Board of Director

### Application

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Membership Date:  
Month: \_\_\_\_\_ Year: \_\_\_\_\_

Block Number: \_\_\_\_\_ Campsite Number: \_\_\_\_\_

Tell us about your volunteer work with the Club in the past 3 years:

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What skills / background other experience do you bring to the Board:

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I understand I must comply with the following to serve on the Board: \_\_\_\_\_ (initial)

- Be a member in Good Standing
- Not have my Membership up for Sale
- Submit my Application
- Not campaign Against Another Member

I agree to the terms of service below:

In my service to the PFCC organization and its membership, I vow to act in the best interests of the organization as a whole and not on behalf of, or in opposition to, any one segment of the organization or its membership; and,

I vow that I will never use information gained through my position for personal gain or advantage and will excuse myself from any discussion or vote for which I have a conflict of interest or the appearance of a conflict of interest; and,

I vow to be faithful to the organization's mission and to act in a consistent way within the organization's goals, values, and ethical standards and within the boundaries of all of its governing documents; and,

I vow to do my part to help manage and protect the financial stability of the PFCC in my decision making to maintain solvency for the organization; and,

I vow to give my time and service through attendance at meetings and in other appointed areas of service for which I agree to serve; and,

I further agree to ensure that the organization, as a governing body, acts within the scope of local, state, and federal governing laws.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date