



USDBF PRESIDENT

Position Information:

- Volunteer position – has no compensation package
- Two year term beginning and ending with the USDBF Annual General Meeting
- Reports to the Board of Directors, cultivating a strong, transparent working relationship with the Board

Duties:

- Reviews and understands the USDBF Articles of Incorporation, By Laws, Policies and Procedures, Financial and legal situation and Strategic Plan
- Work with the Board of Directors to further the USDBF mission statement
- Represent the USDBF with integrity and honesty, setting high standards for board conduct, intervene if conflicts of interest or confidentiality issues arise
- Presides over all Board of Directors and Officer meetings, or if unable to attend, designates an Officer to preside.
- Appoints committee chairs, and serves ex officio on all board committees, or designates another officer to the position
- Works actively in succession planning at all levels of the organization, including mentoring the President elect
- Serve as the tie breaking vote, when necessary, in Board decisions.
- Along with the other elected officers, sets agendas which are focused on key strategic issues
- Represent USDBF at IDBF Worlds and as a voting member at Congress (meeting held bi-annually at IDBF World Championships)
- Maintains regular communication with the International Dragon Boat Federation (IDBF) and Pan Am Dragon Boat Federation (PADBF) and reports any relevant information to the Board of Directors and the regions. Supplies IDBF and PADBF with USDBF membership data and initiatives
- Communicate regularly with the IDBF President
- Serves as an officer on PADBF; voting member; or designates an Officer or Director, attends Quarterly meetings
- Review any written documents regarding USDBF before publication (e.g. contract for CCNC, RFPs, posting to websites, scoring rubrics, etc.)
- Manage the US National Officials Certification process: maintain a list of current officials, observe candidates for final approval as National Officials (at own expense currently); mentor officials to pursue IDBF International Race Official status
- Respond to all emails that come in through USDBF website (USDBF President) and respond to all regional/individual inquiries.
- Function as, or assign, chief official at CCNC; coordinate with organizer and 2nd VP; offer position for Assistant Chief Official to mentor others in this role; provide opportunities for officials at a National event in order to then apply for IDBF status.

- Must sign and submit Code of Conduct, Confidentiality Agreement to the USDBF Secretary

Skills and Qualities:

- Demonstrate leadership within the U.S. dragon boat community
- Able to lead the Board in handling difficult issues
- Ability to communicate effectively, listen and seek input from others
- Ability to delegate
- Has strong group dynamic skills to keep meetings running smoothly and deal with any conflict as it arises



USDBF - 2nd VICE PRESIDENT

Position Information:

- Volunteer position – has no compensation package
- Two year term beginning and ending with the USDBF Annual General Meeting
- Reports to the USDBF President

Duties:

- Works with the Officers and Board of Directors
- Handles the Club Crew National Championships (CCNC) to ensure it is successful and meets established goals.
- Responsible for creating and distributing the Request for Proposal for the CCNC
- Chairs the CCNC Selection Committee, set up and facilitates conference calls
- Create and negotiate the CCNC contract
- Liaison between the USDBF Board and the CCNC Host
- Work with selected producer to host the CCNC
- Create and send out the CCNC Bulletins
- Website updates, functionality
- Available to help on other committees as needed
- Responsible for the web site, adds/deletes/revises information, functionality
- Have good verbal and written communication skills
- Must sign and submit Code of Conduct, Confidentiality Agreement to the USDBF Secretary



USDBF SECRETARY

Position Information:

- Volunteer position – has no compensation package
- Two year term beginning and ending with the USDBF Annual General Meeting
- Reports to the USDBF President

Duties:

- Works with the Officers and Board of Directors
- Responsible for taking USDBF Meeting Minutes and notes for conference calls
- Distributes a Draft of Meeting Minutes to Board for revisions, and final distribution
- Distributes Meeting Agendas 7-10 days prior to conference calls
- Posting of Meeting Minutes on the USDBF web site for the Board of Director, or Google Docs
- Communicates information and relevant materials between the Officers and the Board of Directors.
- Maintain the administrator accessible pages of the USDBF website.
- Tasks as directed by the Board of Directors or the Officers.
- Gives notice for upcoming meetings/conference calls
- Custodian of Records
- Serve on committees as needed
- Maintain coach certification records
- Maintain Code of Conduct, Confidentiality Agreements, etc. from the USDBF Officers, Board of Directors, Team USA Coaches, paddlers and volunteers
- Respond to all emails that come in through the USDBF website and respond to all regional/individual inquiries, and forward to appropriate Officers/Board members
- Have good verbal and written communication skills
- Must sign and submit Code of Conduct, Confidentiality Agreement to keep on record



USDBF TREASURER

Position Information:

- Volunteer position – has no compensation package
- Two year term beginning and ending with the USDBF Annual General Meeting
- Reports to the USDBF President

Duties:

- Works with the Officers and Board of Directors
- Receive and deposit funds in a timely manner and signing checks for the organization
- Funds shall be deposited in a Federally insured institution
- Have custody of funds for the organization
- Willing to have a background check
- Shall disburse or account for the disbursement of the funds from the USDBF bank account after proper presentation of invoices or vouchers showing liability for the USDBF to the Finance Oversight Committee
- Maintain records that provide backup to disbursements (vendor invoices, etc.)
- Knowledge of Quickbooks desirable, or other accounting software program
- Proper record keeping of all receipts; and record all transactions, accounts payable/receivable
- Provide quarterly Financial statements to the Finance Oversight Committee
- Develop the annual budget and present for approval
- Work with a CPA firm to make sure all accounting methods used are correct; and make sure all Federal and State filing requirements are met
- Submit required forms to the IRS, such as Form 990
- Submit required forms to the State of Pennsylvania, such as Form BCO-10
- Available to help on other committees as needed
- Manage and coordinate the insurance program
- Works with Insurance Agent in order to provide reasonable costs insurance to Festival and Club members of our Regions
- Prepares Annual Financial Statements
- Provides Annual Budget to the Board for approval
- Files Federal and State tax returns
- Responsible for 501©(3) financial compliance
- Provides documentation requested by the Financial Committee for reconciling Quarterly Reports.
- Available to help on other committees as needed
- Have good verbal and written communication skills
- Must sign and submit Code of Conduct, Confidentiality Agreement to the USDBF Secretary