



PILOT
INTERNATIONAL
FLORIDA DISTRICT
Policy and Procedures
Manual

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PLANNING CALENDAR

The following is intended to be a general listing of major activities and a guideline for developing a more detailed and specific calendar.

JULY

- Term begins for all new officers
- Pilot International (PI) District Convention/District Administrative Committee (DAC) Planning Meeting
- Club approves Division Activities, Programs and Budget. Transfers all Treasurer records to new Treasurer by August 1

AUGUST

- Transfer of all files, records, equipment and pins to incoming DAC completed by August 15
- Internal Audit, CPA Compilation and Club Audit Reports due by August 31.
- Call to Fall Council

SEPTEMBER

- Founders Fund Month and Pilot Safety and Security Month
- PI Ambassador Recognition due by September 30

OCTOBER

- Observe Youth Week
- Founders Day, October 18
- Appoint Nominating Committee by November 1
- Notify all clubs of names/addresses of Nominating Committee
- Anchor dues to PI and District by November 1

NOVEMBER

- IRS Form 990 filed by November 15
- PI Kindness Week second week in November
- Governor Elect Appointees List to PI by December 1

DECEMBER

- Nothing at this time

JANUARY

- Mid-Year DAC Meeting
- 60 day deadline for submitting proposed District Convention business to Governor
- Determine Fall Council site to be held in 1-1/2 years
- PI contribution for Club Pacesetter recognition due by February 1 (\$10 per dues paying member)
- Goals for Grants and Scholarships due by February 1 (\$250 per club/or member)

FEBRUARY

- Anchor District Convention held February or March
- Deadline for District Officer Nominations 60 days prior to District Convention
- Call to District Convention
- Outstanding Anchor Club entries due to Awards Jury Chair 30 days prior to Anchor District Convention

MARCH

- Awards applications due to Awards Committee a minimum of 30 days prior to District Convention
- Governor appoints Audit Committee
- Announce nominees for District Offices 30 days prior to District Convention
- Deadline for proposed amendments to PI Bylaws
- 30 day deadline for District Convention business items to be mailed to clubs

APRIL

- Outstanding Anchor Club entries due to PI by April 15
- District Convention/DAC Meeting
- First meeting of incoming DAC; post District Convention
- Florida Corporation Renewal due to State by May 1
- Clubs submit incoming officer roster; due by District Convention

MAY

- PI District Convention registrations due

JUNE

- Club dues paid to PI and District by June 30
- Pilot Scholarship House Foundation dues due by June 30

OFFICIAL MEETINGS

The official meetings will be:

1. Fall Council to be held Friday- Sunday in October or November
2. District Convention to be held Friday-Sunday by the last weekend of April. This weekend may be moved at the discretion of the DAC, but it must be held no later than 45 days prior to PI District Convention

OFFICIAL DISTRICT ADMINISTRATIVE COUNCIL (DAC) MEETINGS

The Governor will schedule the official meetings of the DAC. Meeting times may be changed at the discretion of the Governor and DAC. These meetings will include:

- First meeting of the incoming DAC with the Executive Committee Representative (ECR), on Sunday immediately following the District Convention at which the DAC is elected
- DAC planning meeting at PI District Convention
- DAC/Appointees meeting in August – DAC arrives Friday afternoon
- Fall Council – DAC arrives Thursday afternoon
- Mid-year January meeting – DAC arrives Friday afternoon
- District Convention – DAC arrives Thursday afternoon
- Others as needed

PILOT SCHOLARSHIP HOUSE FOUNDATION

The Pilot Scholarship House Foundation, Inc. (PSHF) is a District-wide project. It is funded by dues paid by Club members of \$5.00 each, paid annually by June 30th. The PSHF was founded to provide scholarship housing for young students attending Florida colleges and universities. The Foundation is governed by an elected board consisting of President, President Elect, Treasurer and five directors, which include four elected Directors and the Governor Elect. The secretary is appointed by the President. The DAC liaison to this board is the Governor Elect. The scholarship houses are administered and maintained by the Southern Scholarship Foundation, Inc.

ANCHOR ORGANIZATION

The DAC is the governing board for the Florida Anchor Organization. Supervision is by the Anchor Coordinator. The Anchor Coordinator will provide a report, at least quarterly, to the Governor Elect and Pilot District Treasurer. The Anchor Assistant Coordinator's first term is a five-month appointment made by the Governor Elect and the second term serves as Coordinator.

Anchor Committee shall consist of four members:

- Anchor Coordinator will serve as the Chair for the current year
- Anchor Assistant Coordinator, appointed for February 1 – June 30
- Governor Elect
- District Pilot Treasurer

There will be one account, which will contain Anchor dues and District Convention funds. The District Pilot Treasurer is responsible for all banking transactions. Signers on the bank account will be the District Pilot Treasurer, District Governor Elect and Anchor Coordinator. A debit card will be issued to the District Pilot Treasurer and Anchor Coordinator and used as approved by the District Pilot Treasurer. The bank statement will be sent to the District Pilot Treasurer.

Although the Anchor organization operates independently from the Pilot organization, both organizations are under the same tax identification (ID) number and therefore both must be included in any tax forms that are required to be filed by the District Pilot Treasurer.

The Outstanding Anchor Club President (or a club officer) may attend the Anchor International Leadership Summit. If a Florida Club is named the Outstanding Anchor Club of the Year for Anchor International, the expenses for the hotel room and additional transportation may come from the Pilot District, the Anchor District or the sponsoring club, if possible, for the Anchor International Leadership Summit. PI will pay the registration fee and up to \$250 for transportation. Neither PI nor the District pays for the expenses of the chaperone including their hotel room.

COMPASS ORGANIZATION

The DAC is the governing board for the Compass Clubs in the Florida District. The incoming Governor Elect will appoint a Compass Coordinator. Upon chartering, the Florida District will provide the Compass Club with a monetary incentive of \$50. Compass Club members will receive all District communications. They will be invited to attend Fall Council and District Convention at a reduced rate. District dues will be established by the voting body of the District Convention. Dues will be paid annually by July 1st for new members. Dues will be prorated semi-annually July 1 – December 31 and January 1 – June 30.

FINANCES

Banking

There will be an account, which will contain Pilot dues and District Convention funds. The Treasurer is responsible for all banking transactions. Signers on the bank account will be the Treasurer, Governor and Governor Elect. A debit card will be issued to the Treasurer and Governor and used as approved by the other authorized card holder. If any check issued is made payable to an account signer, the other two signers should approve and sign the check.

Required State/Federal Reports

State of Florida annual corporate form will be filed electronically at Sunbiz.org by May 1st by the current Treasurer. The form will be maintained in the files of the Treasurer with a copy to the Governor.

The Treasurer will file the Internal Revenue Service (IRS) Form 990 or equivalent by November 15th. District Anchor activities will be included. The fees for preparing the form will be divided equally and paid by the Pilot and Anchor organizations.

Accounting Method

Accounting procedures will be on a cash basis.

Registered Agent

The registered corporate agent will be the Treasurer

Insurance

The DAC, the Anchor Coordinator, and Assistant Anchor Coordinator will be insured in an amount to be determined by the DAC. The premium for the insurance will be a District expense.

Pilot International Leadership Account (PILA)

A PILA has been established for any member of the District needing financial assistance to offset expenses incurred while serving as a PI President or President Elect. These funds may be used for Council of Leaders, installation and/or President's luncheon or banquet. The fund will be maintained and reported as restricted funds by the Treasurer. Any person or club can donate monies to this fund at any time. Fundraisers may be held at the discretion of the DAC.

The PI President or President Elect may submit receipts not to exceed \$2,000. To request funds, the PI President or President Elect will submit a written cost estimate to the Governor. An Expense Voucher, with paid receipts, will be sent to the District Treasurer. The voucher, with the receipts, must be submitted within 30 days of expenditure.

Expense Voucher

The District may budget and pay the DAC Officers' transportation, registration fees and hotel expenses to Pilot International District Convention, District Convention, Fall Council and DAC meetings, except for those which may be paid by Pilot International, and a meal allowance of up to \$100 per DAC member attending Pilot International District Convention.

All Expense Vouchers must be submitted with supporting documentation to the Treasurer within 30 days of incurring the expense. Exceptions to the policy will be approved at the discretion of the Governor and Treasurer. The Treasurer will pay all vouchers with 14 days of submission. Any disputed expense requests will be reviewed and decided by the DAC.

For closing the fiscal year, all expenses, vouchers and budget materials must be submitted by July 15th.

Club Visits

The District Report for Club Visits and Communications form should be completed, along with the PI District Travel Reimbursement Form (Club Visits), and sent to the Governor. The Governor, after signing the reimbursement request form, will send to PI Headquarters, attention: Accounting. Additional information can be found in PI Policy 306 of the PI Policy and Procedures Manual.

When a district officer must stay overnight for a club visit, it is the responsibility of the club to provide a room (either at a club member's home or a motel). If a club requests a member of the DAC to attend a meeting or function, it is the club's responsibility to pay travel expenses, hotel accommodations and meals.

Pilot International Conference/Council of Leaders

District officers will be allowed to serve as a club delegate for their home club to Pilot International Conference when the district officer's home club votes to send the officer as their club delegate. If a district officer serves as a club delegate, the officer's home club will pay the registration and travel expenses for the officer. Reference P. Bylaws Article VII, Section 2.

AUDIT

The Governor shall appoint a past Governor or past District Treasurer as chair the Audit Committee. The Chair will appoint two other Pilot members to serve on the committee, one of which should have a substantial financial background.

The audit committee will verify that all assets are accounted for and correctly stated, that all bills have been paid or accrued, that all transactions have been correctly classified and that transactions have been approved and performed within the guidelines of the budget, standing rules, bylaws, policies and procedures of the Florida District, Florida District Anchor, PI and Anchor International. Records should be reviewed as to budgeted amounts for reasonableness of balances at the beginning and the end of the year.

Records should be compared to budgeted amounts for reasonableness of amounts and classification. A review of dues reports should be performed as to amounts paid and timeliness. If any bank statements were not reconciled, the committee will note a finding to be included in their report. If the year end balance on hand is incorrect, the committee should issue a statement of the correct ending balance on hand as a finding and request a correct year end receipts and disbursements report to be accomplished.

Responsibility of the Treasurer

The Treasurer is responsible for providing the Audit Committee all of the records and documents they will need to conduct the audit. All records are to be given to the Audit Committee by July 31st. The documents to be provided include the following:

- Minutes from the DAC approving the banking institution for the operating account in the city in which the Treasurer resides;
- Minutes from the DAC approving the banking institution for any special accounts;
- Copy of the Florida Department of State, Division of Corporations Annual Report filed during the audited year;

- Copies of the IRS Form 990, 990EZ or 990N for the prior fiscal year showing the IRS form was filed timely; includes District Anchor;
- Budget, as approved at District Convention, including budgets for Fall Council and District Convention for the year being audited;
- Beginning balances for all accounts as approved by the prior year's audit;
- Bank statements and reconciliation reports for each month for all accounts;
- Checkbook register;
- Copies of all checks written which show they were signed by the Treasurer and co-signed by either the Governor or Governor Elect. If the bank does not provide copies, the Treasurer should make copies;
- All expense vouchers or other supporting documents showing the checks were approved by the Governor or Governor Elect and that they were submitted with 30 days of the expense being incurred;
- All quarterly treasurer's reports;
- Membership records and dues reports that show all Pilots paid dues, amount paid and when they were paid;
- Cash receipts and disbursements journal, general ledger or similar reports; and,
- A Year End Report (Budget vs. Actual) by line item, including Fall Council and District Convention itemized expenditures vs. budget

The following documents will be provided by the Treasurer with regard to Anchor:

- Minutes from the DAC approving the banking institution for the Anchor account;
- Budget, including a separate budget for Anchor District Convention, for the year being audited as approved by the DAC and the voting body of the Anchor District Convention;
- Beginning balances for the bank account as approved by the prior year's audit;
- Bank statements and reconciliation reports for each month for all accounts;
- Checkbook register;
- Copies of all checks written that show they were signed by the District Treasurer and co-signed by the Anchor Coordinator or Governor Elect. If the bank does not provide copies, the District Treasurer should make copies;
- All expense vouchers or other supporting documents showing the checks or debit card payments were approved by the District Treasurer, and that they were submitted within 30 days of the expense being incurred;
- All quarterly treasurer's report;
- Membership records and dues reports that show all Anchors paid dues, amount paid and when they were paid;
- Cash receipts and disbursements journal, general ledger or similar report; and
- A Year End Report (Budget vs. Actual) by line item including Anchor District Convention

The District Audit Review and Report Form is posted on the website (www.pilotflorida.org, Forms, District Audit Report).

BUDGETS

Pilot

The Treasurer prepares the budget for the coming Pilot year. It will include the Operating budget, Fall Council budget and the District Convention budget. The C&P committee chair will assist the Treasurer with the Fall Council and District Convention budgets. The Treasurer will provide the proposed budget to the DAC, no later than 60 days prior to District Convention.

District Convention/Fall Council/Anchor Convention Registrations

The following District Convention/Fall Council registrations will be included in the Operating budget:

District Convention

1. DAC
2. ECR

Fall Council

1. DAC

Anchor Convention

1. Governor Elect

The following registrations will be included in the District Convention/Fall Council budgets:

District Convention

1. C&P Chair and Co-Chair
2. Registration Committee Chair
3. Chaplain
4. Parliamentarian

Fall Council

1. C&P Chair and Co-Chair
2. Registration Committee Chair
3. Chaplain
4. Parliamentarian (only if business is to be conducted)

Fall Council/District Convention Registration Notice

The following statement will appear on all registration forms for Fall Council and District Convention:

“All refund requests are approved at the discretion of the DAC and a \$25 administration fee may apply. Requests must be received in writing within 30 days from close of Fall Council/District Convention. Refunds are considered for illness or other unavoidable circumstances.”

Partial registrations will be included on the registration form as determined in the budget.

Hotel Accommodations

The budget shall provide for the equivalent of ½ the hotel room rate per DAC member at District Convention and Fall Council.

Travel

DAC members will be reimbursed for round-trip transportation to all DAC meetings and District Conventions. Travel will be paid for economy class air fare or mileage reimbursement, whichever is most economical and reasonable. If traveling by personal automobile, mileage will be paid in accordance with PI guidelines. When feasible, DAC members will travel together. If DAC members travel together, mileage will only be paid to the member providing the transportation. If DAC members choose an alternate mode of transportation (bus, train, rental vehicle or other public transportation), receipts may be submitted for reimbursement up to an amount equal to the lesser of the cost of economy class air fare or mileage.

Inspection of Meeting Sites

The Operating budget will pay mileage for one member of the C&P committee, at the established mileage rate for inspection of sites, for Fall Council and District Convention.

Anchor

The District Anchor Operating and District Convention budgets shall be prepared by the District Pilot Treasurer with assistance by the District Pilot Anchor Committee by December 15. The District Anchor Officers shall review and approve the budget. The District Pilot Treasurer shall submit the proposed budget to the Pilot DAC for approval at their mid-year meeting. The approved proposed budget will be sent to the Anchor clubs by the Anchor Coordinator at least 30 days prior to Anchor District Convention for approval by the delegates at District Convention.

CONFERENCE AND PLANNING COMMITTEE

The purpose of the C&P is to investigate and recommend, for DAC approval, sites for Fall Council and District Convention. The C&P committee is responsible for all logistical aspects of each District Convention. The Governor will sign all contracts and the contracts will be ratified by the DAC. The DAC is responsible for the content of Fall Council and District Convention.

The C&P Committee shall consist of two members: Chair and Co-Chair. The Governor Elect will appoint a Co-Chair who would then become Chair for the following year.

Under the direction of the Chair, the committee will make all arrangements for Fall Council and District Convention. This will include securing facilities to accommodate Fall Council and District Convention; space availability arrangements; Marketplace; assisting in preparing a budget under the direction of the Treasurer. The DAC will approve all hotel accounts, budgets and registration fees.

Fall Council/District Convention Site Location and Contract Guidelines

The following represents a set of basic guidelines or parameters for hotel contracts and site locations for Fall Council and District Convention. The C&P Committee will request that the following items be included in the contract negotiations with a prospective hotel and report any deviations or omissions to the DAC when presenting a site for approval.

- **Banquet Seating**
 - Fall Council - 150-175 people in rounds of 8 to 10
 - District Convention - 150-200 people in rounds of 8 to 10

- **Breakout Rooms** – to be determined by C&P Committee based on the need

- DAC meeting room - complimentary (free of charge)
- Office room - complimentary (free of charge)
- Suite - two bedrooms; complimentary (free of charge)
- **Other Rooms** – One room night complimentary for every _____ room nights booked (C&P will negotiate)
- **Room Blocks**

<u>Fall Council</u>	<u>District Convention</u>
Thursday night: 5 rooms	Thursday night: 6 rooms
Friday night: 55 rooms	Friday night: 60 rooms
Saturday night: 55 rooms	Saturday night: 60 rooms
- **Fall Council/District Convention Room Rates:** The hotel will guarantee the rate and number of rooms up to the cutoff date, which will be established by the hotel
- **Marketplace:** Twenty skirted tables; complimentary (free of charge)
- **Microphones and Podiums:** Complimentary (free of charge)
 - Fall Council – One each in all general sessions
 - District Convention – One podium and three microphones, with stands, in all general sessions
- **Three Meal Functions:** Saturday lunch and dinner; Sunday breakfast – with 20% slippage
- **Hotel Parking:** Complimentary (free of charge)
- **Service Guarantee:** Included in contract; hotel staff member assigned to C&P Chair for duration of the Fall Council or District Convention
- **Bar Set-Up:** Bar set up on Saturday night and possibly Friday night
- **Authorized Signers:** Contract must include a statement identifying the Governor and the C&P Chair as the only people authorized to add charges to the credit card account or make other necessary changes to the contract

Master Bill Review- There will be a current master bill available for review by the Treasurer and C&P Chair Saturday evening and an exit review bill on Sunday morning by the C&P Chair, Treasurer, Governor and an authorized hotel staff member. A full account settlement will be completed within 10 days of the close of the District Convention.

Cancellation Notice – written in each contract

If the hotel cancels – requires written notice to the District; any additional expenses incurred by the District will be paid by the cancelling hotel.

Contracts

All contracts for District Convention, Fall Council or other District-wide meetings for which the Florida District is liable, must be signed by the Governor and ratified by the DAC. Contracts will be retained for a period of five years as part of the official files. A copy shall be retained with the Governor, Treasurer and the Chair of the C&P Committee and should be passed on with the records. The C&P Committee and Anchor Coordinator shall review the Anchor hotel contract prior to renewal each year. If necessary, negotiate a new contract with current or future hotels.

The Conference and Planning Committee will adhere to the following rotation for Fall Council/District Convention, which shall include location/host as noted on the attached map.

Fall Council 2020	District Area #1
District Convention 2021	District Area #2
Fall Council 2021	District Area #3
District Convention 2022	District Area #2
Fall Council 2022	District Area #1

Said rotation shall follow suit rotating for Fall Council between District Area #1 and District Area #3. District Convention shall remain in District Area #2.

District Convention registration, travel, and hotel for the C&P Chair and Co-Chair will be included in the District Convention Budget under the same guidelines as those used for the DAC.

No less than 30 days prior to the District Convention, the C&P Committee will submit a written report to the Governor with all the District Convention details. At the close of both Fall Council and District Convention, the C&P Chair will compile the evaluations and report the findings to the DAC.

The C&P Committee Chair and Treasurer will be responsible for reviewing the master account billing at the conclusion of Fall Council and District Convention. Additionally, the Chair and the Committee will exercise no authority beyond the DAC approved budget. The Chair is also responsible for confirming the hotel District Convention contract includes a statement identifying authorized signers for the District. Those authorized to add charges or make other necessary changes to the contract will be limited to the Governor and C&P Chair (co-signatures will be required).

Sites for Fall Council and District Convention are to be determined eighteen (18) months prior to the activity. At a minimum, the committee will secure up to three (3) bids from the designated area. The committee will use the Site Selection Checklist form as part of their deliberations. The Chair will present the bids to the DAC for ratification of contracts. The Contract for Fall Council (18 months) should be presented to the DAC no later than their meeting prior to District Convention. The contract for District Convention (18 months) should be presented to the DAC no later than at their meeting prior to Fall Council. The C&P Committee should present contracts as soon as possible to avoid any delays in site selection. The C&P Committee is required to present both a first choice and second choice site recommendation for each Fall Council and District Convention.

If at any point in time, the Committee cannot secure three (3) bids within the designated location, the Chair will notify the DAC immediately. The Committee will exercise no authority beyond the direction of the DAC. If there is not a site available in the location designated for the District Convention, the DAC will direct the C&P Committee to secure a site in a central location within the state.

HOST CLUB(S) DUTIES

The Host Club(s) will be located near the Registration Committee and observe the same hours as the Registration Committee.

The Host Club will be responsible for welcoming and greeting of Pilots, Co-Pilots, Scholarship House residents, Anchors and guests during registration and distributing goodie bags. The approximate number would be 175 bags needed. Posting a small message center, if possible, relating to messages, announcements and information would be helpful to attendees.

An announcement of importance or information about lost and found items should be given to a member of the C&P Committee. Any other helpful information regarding local businesses, maps, points of interest, etc. should be in the goodie bag.

NON-PILOT PROJECTS AT DISTRICT CONVENTION/FALL COUNCIL

All non-Pilot projects must be submitted to the DAC for approval. At the discretion of the DAC, these projects may be presented at District Convention/Fall Council No direct appeal for donations from clubs or members may be a part of the presentation. Brochures may be displayed or distributed from an approved display area.

RESPONSIBILITY OF CLUB MEMBERSHIP

The club is operating under the guidelines of PI Bylaws and District Standing Rules. PI and District dues must be current.

- The club has representation at PI and District Conventions
- Absences per club will be invoiced one full registration fee
- Club secretary's membership reports are current. Each club should mail or email Membership Reports monthly to the District Secretary and Treasurer
- Annual financial audits are performed
- PSHF dues are paid to the Foundation by June 30th in order to be in good standing and vote at District Convention. New members dues are paid at the time of initiation.

NOMINATING COMMITTEE

In accordance with PI Bylaw Article XVII, Section 9, the Governor Elect will designate the Nominating Committee Chair. The Committee Chair will select the committee members. The committee should be three to five members with no two from the same club. The Committee will verify and present at least one qualified nominee for each elected district office.

The Chair of the Nominating Committee will send the clubs the names and qualifications of each nominee at least 30 days prior to District Convention.

NOMINEES FOR OFFICE

The Chair of the Nominating Committee, Governor and ECR shall receive the nomination letter, completed Qualification Form, Statement of Purpose and letter of acceptance postmarked by the due date, in order for an individual to be a qualified candidate for District Office. Candidates for offices will be formally introduced and may present their Statement of Purpose to the District Convention body at District Convention.

AWARDS JURY

The Awards Jury Chair is appointed by the incoming Governor Elect and announced at District Convention. The Awards Jury will consist of the chair and three additional members, one from each area. The Chair will select the committee. All award forms and rules are available on the District website (www.pilotflorida.org).

MEMBERSHIP GROWTH/RETENTION RECOGNITION

All clubs with a net increase in membership between April 1st through March 31st of the previous and current years will be recognized at District Convention. Club Builder Pins are presented to Pilot club members who brought two or more members into their club between March 30th of the past year and two weeks prior to the opening session of District Convention, in the current year.

GOVERNOR'S BULLETIN

The official publication is the Governor's Bulletin. Publication dates and deadlines are determined by the Governor.

The Governor's Bulletin will be sent electronically:

- PI Executive Committee
- PI Headquarters Executive Director
- Past PI Presidents
- PI District Governors
- Florida Pilots
- Pilot International Members (previously Members-at-Large)
- Past Florida District Governors, who are no longer active Pilot members

THE WAVE

The Florida newsletter is the Wave, which provides information from the Governor and club members. Pictures are encouraged. The Wave may be incorporated into the Governor's Bulletin. The editors are appointed annually by the Governor Elect. Both publications may be combined as determined by the Governor.

RECORDS

Retention guidelines and responsibilities:

Standing Rules mirror PI Bylaws:

- 1) Minutes - Permanent
 - 2) Financial records - 7 years
 - 3) All other records - 5 years
- Minutes – responsibility of the secretary; minutes to meetings, to include DAC meetings, District Convention, Fall Council (if business is conducted) and any other meetings.
 - Financial records – responsibility of the Treasurer; to include all approved budgets, dues reports, blank reconciliation/checks, audit reports, IRS filings and any correspondence or other records of a financial nature

- Other records – Secretary’s and Lt Governors’ reports, membership reports, club reports, etc., that are to be passed on to the next secretary and Lt Governors.

Annually, each DAC member has the responsibility of purging records in their care, using the above guidelines.

Storage guidelines and responsibilities:

Permanent records (i.e., minutes) are to be transferred to a form of external media (i.e., CD, thumb drive, etc.) annually. Electronic media will be stored in a fireproof box and be retained by the Governor.

FILES, EQUIPMENT AND OTHER ASSETS

All files, records, equipment, supplies and pins are to be transferred to the new DAC annually by July 31st. All records should be transferred to a form of external media i.e.: CD, thumb drive, etc. DAC members are responsible for the safe keeping of all such items in their possession and are financially responsible for the replacement of any lost or damaged items before the end of their term of office. Items owned are: fire proof safe (in possession of the Governor), laptop, printer, software and District Convention materials, i.e. badges, ribbons, etc., which are in the possession of the Treasurer. The C&P Committee is responsible for the following: ballot box, banner, LED projector and screen, trophies/medals, one dozen black chair covers and one dozen white chair covers, and the District Convention bell.

INSPIRATIONAL LEADER

The Inspirational Leader is appointed each year by the Governor Elect to serve during the following Pilot year. Responsibilities include:

- A record of Deceased Pilot members shall be maintained for each Pilot year. These members shall be memorialized at District Convention and Fall Council. The record of Deceased members, since District Convention, shall be passed on to the incoming Inspirational Leader for their records.
- To send a letter or card on behalf of the Governor and all Florida Pilots and Anchors extending deepest sympathy as soon as notification of a Pilot/Anchor death or Pilot/Anchor relatives’ death information is received. The budget will include funds for the postage.
- The letter or card is sent to the following:
 - In the case of a death of a Pilot/Anchor, to the next of kin and to the club
 - In the case of a Co-Pilot or immediate family member, to the Pilot/Anchor of the deceased
- To provide an inspiration message, along with the names of Pilots/Anchors and family members who have passed, to be included in the Prayer Board
- To conduct a memorial service at Fall Council (optional) and District Convention
- To present the invocation and benediction at all meetings
- The budget will include funds for the necessary printed materials
- Other as requested by the Governor

DIVISION COORDINATORS

The Governor Elect will appoint Coordinators for Fundraising, Leadership, Membership and Projects each year with assistance of the DAC (as needed), to serve during the following Pilot year. The budget will include funds for postage for these Coordinators.

Responsibilities include

- To serve as a resource for advice and guidance to the clubs
- Attend the Appointees meeting, normally held in August. Reports should be in writing and emailed in advance of the Appointees' meeting to the Governor.
- To assist the DAC, as requested, with presentation at Fall Council and District Convention
- May be asked to provide articles for the Wave

GOVERNOR

The Governor is a member of the DAC, serving according to the policies and procedures established by PI and the District.

The Governor will have general supervision of the work within the District and will:

- Serve as a member of the PI Board of Directors
- Represent PI
- Attend the Council of Leaders, meeting of the Board of Directors and the PI District Convention
- Make club visits, as required
- Following election, agree to attend:
 - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
 - Council of Leaders held immediately prior to PI District Convention and all sessions of the PI District Convention
 - Appointees' meeting, usually held in August
 - DAC meetings held at Fall Council and all sessions of Fall Council
 - DAC mid-year planning meeting, held in January
 - DAC meetings held at District Convention and all sessions of District Convention
- Preside at Fall Council, District Convention and all meetings
- Co-sign all checks issued
- Appoint committees, as required
- Ensure the treasurer's records are audited by August 31st and a copy of the audit mailed to the clubs
- Perform duties relating to District Convention as outlined in the District Convention Manual
- Deliver the files to successor by August 15th
- Answer all correspondence promptly and sends copies in accordance with PI policy
- Prepare and send Governor's Bulletin and Wave.
- Ensure that the incoming district officers have the most recent information regarding club visits
- Review and sign, forwarding to PI, the District Travel Reimbursement Form for Club Visits
- Supervise the activities of the DAC
- Notify all clubs, by November 1st, the names and addresses of the Nominating Committee
- Review the files and discard in accordance with established policy
- Work with the secretary to issue the Call to District Convention and Fall Council at least 60 days prior

- Ensure that all business to come before the membership at District Convention is in the hands of the delegates at least 30 days prior to District Convention
- Schedule meetings of the DAC
- Ensure all clubs have access to the Standing Rules and Policy and Procedures Manual
- Ensure that all members of the DAC are performing their duties
- Appoint Audit Committee for both the Pilot and Anchor organizations by November 1st
- Submit vouchers within 30 days to the Treasurer and/or PI for the expenses reimbursable under PI policy
- Purchase ECR gift as determined by the DAC and present at District Convention
- Review, with the DAC, the accounting software and approve any upgrades that are needed
- Perform other duties, as required

GOVERNOR ELECT

The Governor Elect is a member of the DAC, serving according to the policies and procedures established by PI and the District.

The Governor Elect will:

- Sign checks as required
- Make club visits as assigned
- Following election, agree to attend:
 - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
 - Council of Leaders held immediately prior to PI District Convention and all sessions of the PI District Convention, as coordinated by the Governor
 - Appointees' meeting, usually held in August
 - DAC meetings held at Fall Council and all sessions of Fall Council
 - DAC mid-year planning meeting, held in January
 - Anchor District Convention, held in February or March
 - DAC meetings held at District Convention and all sessions of District Convention
- Serve as one-year director on the board of the PSHF, Inc.
- Prior to Fall Council, reviews Standing Rules and Policy and Procedures Manual to ensure they are in accordance with PI Bylaws; make suggestions for any changes
- Coordinate decorations for the installation banquet at District Convention
- Presents President/President Elect workshop at District Convention
- Appoint immediately after election:
 - Conference and Planning Co-Chair
- Appoint by December 1st for the following year:
 - Anchor Assistant Coordinator
 - Awards Jury Chair
 - Compass Coordinator
 - Fundraising Coordinator
 - Inspirational Leader
 - Leadership Coordinator
 - Membership Coordinator
 - Nominating Committee Chair
 - Parliamentarian

- Pilot International Founders Fund (PIFF) representative (position normally held for two years)
- Projects Coordinator
- Wave Editor
- Notify PI of the appointments by December 1st
- Works closely with the Anchor Coordinator and Anchor Organization as the DAC liaison
- Purchase outgoing Governor's gift, as determined by the DAC and present at District Convention
- Serve as the Chair of the Strategic Planning Committee
- Appoint an Inspirational Leader and Parliamentarian for the DAC
- Perform other duties, as required

LT GOVERNOR

The Lt Governor is a member of the DAC, serving according to the policies and procedures established by PI and the Florida District.

The Lt Governor will:

- Make club visits as assigned
- Following election, agree to attend:
 - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
 - Attend the Council of Leaders held immediately prior to PI District Convention and all sessions of the PI District Convention, as coordinated by the Governor
 - Appointees' meeting, usually held in August
 - DAC meetings held at Fall Council and all sessions of Fall Council
 - DAC mid-year planning meeting, held in January
 - DAC meetings held at District Convention and all sessions of District Convention
- Act as liaison between the clubs and the DAC
- Plan and preside over assigned meetings at District Convention, training/workshop or other meetings as planned
- Perform other duties, as required

TREASURER

The Treasurer is a member of the DAC, serving according to the policies and procedures established by PI and the Florida District.

The Treasurer will:

- Deposit and disburse all funds and sign all checks issued. All checks will be disbursed within 14 days from receipt of voucher. All funds received will be deposited within two days of receipt.
- Furnish quarterly statements of receipts and disbursement of funds to the DAC and all clubs
- File reports and keep incorporation of the District in effect
- Deliver the District and Anchor treasurer books to the audit committee by July 31st
- Following election, agree to attend:
 - Incoming DAC/ECR meeting on Sunday immediately following the District Convention
 - Appointees' meeting, usually held in August
 - DAC meetings held at Fall Council and all sessions of Fall Council
 - DAC mid-year planning meeting, held in January
 - DAC meeting held at District Convention and all sessions of District Convention

- Attend Anchor District Convention. Anchor budget pays for room and registration
- May be required to attend the Council of Leaders held immediately prior to PI District Convention and all sessions of the PI District Convention, as coordinated by the Governor
- File by May 1st, the annual corporate renewal form with the State of Florida. Keeps a copy in the treasurer's file and send a copy to the Governor
- Current treasurer files IRS Form 990 or equivalent, due November 15th. The form will also include District Anchor revenue and expenses.
- Prepare proposed budget worksheets for the January DAC meeting for approval.
- Send to PI, the registrations for Officers to attend PI District Convention.
- In May, send dues invoices, with members' names listed, to each club Treasurer
- Provide the C&P Chair a listing of past PI Presidents and current PI appointees who may be attending a function, in order to ensure proper protocol
- Order "Past Governor" pin and gavel for incoming governor.
- Provide membership reports, for the period of April 1st through March 31st, to the Membership Coordinator in order for Membership Growth/Retention recognition, to determine membership awards at District Convention. Coordinates with the secretary.
- Makes club visits as assigned by the Governor
- Perform other duties as required

SECRETARY

The secretary is a member of the DAC, serving according to the policies and procedures established by PI and the Florida District.

The secretary will:

- Record, transcribe and distribute the minutes of the meetings of the DAC and all meetings, as required
- Mail or email copies of minutes to officers and PI Headquarters
- Following election, agree to attend:
 - Incoming DAC/ECR meeting on Sunday immediately following District Convention
 - Appointees' meeting, usually held in August
 - DAC meeting held at Fall Council and all sessions of Fall Council
 - Mid-year DAC planning meeting, held in January
 - DAC meeting held at District Convention and all sessions of the District Convention
- May be required to attend the Council of Leaders held immediately prior to PI District Convention and all sessions of the PI District Convention, as coordinated by the Governor
- Takes minutes of the District Convention and distributes to DAC for review within two weeks
 - Sends signed minutes to PI in accordance with PI policy
- Prepare correspondence as directed by the Governor or DAC
- Maintain a list of current appointees
- Provide membership reports, for the period of April 1st through March 31st, to the Membership Coordinator in order for Membership Growth/Retention recognition, to determine membership awards at District Convention. Coordinates with the Treasurer.
- Provide reporting of 25 yr and 50 yr members in accordance with Membership Coordinator guidelines and presentation.
- Reports to the DAC a summary review of the membership based on club membership reports
- Maintain individual club rosters.

- Make club visits as assigned by the Governor
- Perform other duties, as assigned

SECRETARY POLICIES

After the close of District Convention, the secretary will write up a draft of pre-District Convention minutes and the District Convention minutes. The draft minutes will be emailed, within two weeks, to all the members that were on the DAC at that time for corrections, additions and/or deletions. Once all of the corrections, additions and/or deletions have been made, they will be emailed to the DAC and voted on electronically by the outgoing DAC. After approval by the outgoing DAC, approved copies of the District Convention minutes will be sent to the incoming DAC for ratification and document in their minutes.

If business is conducted at Fall Council, the secretary takes and transcribes the minutes, edits them and when approved by the DAC, emails, within two weeks following the meeting, to the DAC and ECR. If NO business is conducted at Fall Council, the following should be included in lieu of minutes: Agenda/program showing date and location, along with a list of clubs represented and total attendance.

A current and complete roster of clubs, charter dates and data from membership reports shall be maintained for each Pilot year. These records shall be passed to the incoming Secretary, whereupon the new Pilot year records will be initiated.

Submit updated information, including forms, club information, etc., to the Webmaster once changes are received from clubs, DAC and/or PI.

DAC SUPPLEMENTAL MATERIALS

In addition to material supplied by PI, each member of the DAC will be given:

- a) Meeting Schedule
- b) Who, What, When, Where, Why
- c) Club Visit information
- d) Club Roster with Charter Dates
- e) Current District Goals
- f) Current Club Presidents and Appointees
- g) Current Budget
- h) Expense Voucher
- i) Governor's Bulletin and Wave Publication Schedule
- j) Current Audit Report
- k) Inspirational Leader Letter and Form
- l) Website/Forms Information (www.pilotflorida.org)
- m) Standing Rules
- n) Policy and Procedures Manual
- o) Strategic Plan
- p) District and Club Manuals
- q) Anchor Information (Board, Bylaws, Standing Rules, Policy and Procedure Manual)
- r) PSHF Information (Board, Bylaws, Policy and Procedures Manual and Annual Report)