



FLORIDA DISTRICT ANCHOR ORGANIZATION

Policy and Procedures Manual

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FLORIDA DISTRICT ANCHOR

District Anchor Organization

The Pilot District Administrative Council (DAC) is the governing board for the District Anchor Organization and is responsible for amendments to the Anchor Policy and Procedure (P&P) manual. Supervision is by the Anchor Coordinator, Anchor Assistant Coordinator and overseen by the Pilot Governor Elect. The Anchor Assistant Coordinator's first term is a five-month appointment and the second term serves as Anchor Coordinator.

District Pilot Anchor Committee

1. Anchor Coordinator, who will serve as Chair for the current year
2. Anchor Assistant Coordinator, appointed for February 1 – June 30
3. Pilot Governor Elect
4. District Pilot Treasurer

Official District Meetings

The District Anchor Officers will meet a minimum of five times per year and as specified in the Standing Rules.

FINANCES AND BUDGETS

Finances

There will be one account which will contain Anchor dues and convention funds. The District Pilot treasurer is responsible for all banking transactions. Signers on the bank account will be the District Pilot treasurer, Pilot 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. Bank statements will be sent to the District Pilot treasurer. Although the Anchor Organization operates independently from the District Pilot Organization, both organizations are under the same tax identification number and therefore both must be included in any tax forms that are required to be filed by the District Pilot treasurer.

Accounting Method

The District Anchor Organization will operate on a cash basis. Accounting fees, if any, will be divided between District Pilot funds and District Anchor funds and will be included in the yearly budget.

Expense Vouchers

All expense vouchers must be submitted with supporting documentation to the District Pilot treasurer within 30 days of incurring the expense. Exceptions to the policy will be approved at the discretion of the Coordinators and the District Pilot treasurer. The District Pilot treasurer will pay all authorized bills within two weeks of receipt of the approved voucher. Any disputed expense request will be reviewed and decided by the Coordinators and the District Pilot treasurer. For closing the fiscal year, all expenses, vouchers and budget materials must be submitted by July 15th.

Travel

All travel will be in accordance with those guidelines established by Pilot International (PI). When feasible, District Anchor Officers will travel with sponsoring Pilots.

Anchor Organization Budgets

The District Anchor Operating and 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 convention for approval by the delegates at convention.

Operating Budget

The expenses for registration, travel and hotel may be included in the Operating Budget for the following attendees to these events:

1. **Pilot District Convention and Fall Council**
 - a. Anchor Coordinator
 - b. Anchor Assistant Coordinator (District Convention only)
 - c. District Anchor officers
2. **International Anchor Leadership Summit**
 - a. Two District Anchor officers, preferably the president and president elect
 - b. Anchor Coordinator
3. **District Anchor Convention**
 - a. Anchor Coordinator
 - b. Anchor Assistant Coordinator
 - c. District Anchor officers
 - d. District Pilot Treasurer (hotel and registration only)

Anchor Convention Budget

The expenses for registration and hotel for the Pilot District Treasurer will be included in the Convention Budget.

Hotel Accommodations

The district budget shall provide for three to five rooms to be used by District Anchor Officers and Coordinators at Conventions and Fall Council. An additional room will be necessary if the District Anchor officers consist of different sexes.

Anchor International Leadership Summit

PI will reimburse the registration fee and transportation (maximum of \$250) to the sponsoring Pilot Club or Anchor Club for the Anchor representative selected to attend the International Anchor Leadership Summit. PI does not pay for the expenses of the chaperone or the hotel room. Based on availability, the Anchor(s) may stay in the hotel room with the Florida District Anchor officers also attending the Summit. Any expenses above which are not reimbursed by PI will be the responsibility of the Anchor Club and/or sponsoring Pilot Club. If the Florida District Anchor Club of the Year is not selected as the International Anchor Club of the Year, then the funds reimbursable by PI will be applied to the expenses of the Florida District Anchor president attending.

COMMUNICATIONS AND PUBLICATIONS

Pilot/Anchor Communications and Publications

The Coordinator will forward all pertinent International and District communications and publications via email to the Anchor Club Advisors for distribution to the Anchor membership.

Communication with Anchor Clubs

The Coordinator will be responsible to stay in direct communication via email to all the Florida Anchor clubs throughout the year. Emails will be sent to clubs regarding the annual dues, Convention information and other activities as needed on a regular basis. Continual communication with clubs is a priority.

NOMINEES FOR DISTRICT OFFICE

All nominees for District office will be formally introduced at the Anchor convention.

JOB DESCRIPTIONS OF THE DISTRICT ANCHOR OFFICERS

President will:

- Attend all board meetings
- Preside over all board meetings and the Anchor Convention
- Attend International Anchor Summit
- Work with the Coordinators on the details of the agendas for the board meetings
- Work with the Anchor officers and coordinators on the planning of next year's Anchor Convention
- Appoint an Anchor to fill a vacancy in office, preferably one of the remaining nominees from the most recent convention, with the approval of the District Anchor officers
- Work on the plans for Cultural Exchange, when held at the International Leadership Summit
- Will give a verbal invitation to all Pilots during their District Convention and Fall Council to attend the upcoming Anchor Convention if in attendance
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

President Elect will:

- Attend all board meetings
- Assume the Office of the President if the president is unable to finish the term
- Attend International Anchor Summit
- Shadow the president to gather ideas and information to be used during presidency
- Decide on the next year's Convention theme to be announced at the Pilot Fall Council planning meeting with the Anchor officers and Coordinators
- Work with the Anchor officers and Coordinators on the planning of the next year's Anchor Convention
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

Secretary will:

- Attend all board meetings
- Work with the Anchor officers and Coordinators on the planning of next year's Anchor Convention
- Take the minutes at all board meetings and submit copies to the District officers and Coordinators within 30 days of the close of the meeting
- Take the minutes at the Anchor Convention and submit a typed copy to the Coordinator within 30 days of the close of convention

- Present the minutes from last year's convention at the Anchor Convention
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

Treasurer will:

- Attend all board meetings
- Work with the Anchor officers and Coordinators on the planning of next year's Anchor Convention
- Present the treasurer's report at the Anchor Convention
- Present the Operating and Convention Budgets at the Anchor Convention
- Maintain communication with the Coordinators via text, email or phone as necessary throughout the year
- Be a member in good standing of a District Anchor Club

Director will:

- Attend all board meetings
- Be familiar with the duties of all club officers
- Communicate with District Anchor club presidents to encourage club membership, convention attendance and the use of social media to promote their clubs
- Manage and post on the social media platforms on behalf of the District Anchor Officers
- Work with Anchor board members and Coordinators on the planning of next year's Anchor Convention
- Ensure that the District Anchor Board adheres to the Anchor/Pilot Standing Rules during meetings and at District Anchor Convention
- Conduct the Memorial Service and present inspirational at the District Anchor Convention
- Serve on any committee assigned by the President
- Maintain communication with the Coordinators via text, email or phone throughout the year
- Be a member in good standing of a District Anchor Club

ANCHOR CONVENTION

Convention Contracts

It is the responsibility of the Anchor District Officers and the District Pilot Anchor Committee to select a site for Anchor Convention to be held at a central location in the state on a weekend in February or March. All Anchor convention contracts must be reviewed by the DEC and signed by the Anchor Coordinator or Governor Elect.

Convention Registration Notices

The following statement will appear on all registration forms for Anchor Convention:

“Registration fees refunds will be considered by the Coordinators and the District Pilot treasurer. Written requests giving reasons will be made to the District Pilot treasurer within 30 days of the close of convention. An administrative fee of \$10 will be charged per cancelled registration.”

Dismissal from Anchor Convention

Misconduct may constitute dismissal from the Anchor Convention. Some examples are shown, but are not limited to:

1. Any use of alcoholic beverages or illegal drugs
2. Rowdy, disruptive or disorderly conduct
3. Smoking during convention functions
4. Leaving the convention site without the knowledge and permission of the sponsor/chaperone
5. Violation of room assignments, such as if found in a room of the opposite sex at any time
6. Violation of curfew

Convention Curfew

Convention curfew is 12:30 a.m. All attendees and their sponsors are required to be in their assigned rooms at that time.

Officer Installation

Officer installation is conducted at convention. The installing officer will be a Pilot member selected by the incoming President. The installation ceremony will be planned by the incoming President with assistance of the Anchor Coordinator and Assistant Coordinator.

INTERNATIONAL ANCHOR LEADERSHIP SUMMIT

Representatives

The District Anchor Organization will cover the expenses for the incoming District president, one other officer (preferably the incoming president elect), the Coordinator and Assistant Coordinator (see Finances for more details), to attend International Anchor Leadership Summit.

Meeting Requirements

1. The Anchor Coordinators need to arrive at the destination in time for the Anchor Coordinators meeting sponsored by Pilot/Anchor International.
2. The Anchor Officers need to arrive at the destination in time for the Opening Ceremony.
3. The Anchor Coordinators and Anchor Officers must attend all Anchor meetings and functions during the Summit.

DISTRICT ANCHOR AWARDS

Awards Jury

The Florida District Pilot Awards Jury Chair will judge all award entries. Entries must be submitted by the deadlines listed on the entry form(s).

The award entry forms can be found at www.anchorclubintl.org and www.pilotflorida.org, Anchor link.

Outstanding Anchor Club of the Year

As soon as the Outstanding Anchor Club of the Year is announced, the Coordinator is responsible for informing the sponsoring Pilot Club of their respective financial responsibility concerning PI convention expenses. The Anchor Club of the Year is responsible for finalizing their scrapbook and shipping it to PI Headquarters by the deadline.

MATERIALS AND RECORDS

Materials Supplied to the Officers

The materials needs by the District Pilot Anchor Committee can be found on www.pilotflorida.org, Anchor link or will be provided by the District Anchor Coordinator.

Records Retention Guidelines

All forms and records used within the year are to be saved on a flash drive and passed to the new Coordinator by July 1st. A copy will be stored in the Pilot archives safe. Any supplies, equipment and pins should be transferred to the new Coordinator by July 31st.

Forms

Most forms can be found at www.pilotinternational.org, www.anchorclubintl.org and www.pilotflorida.org, Anchor link.