

Daytona Beach Advertising Federation (AAF Daytona Beach)  
Board of Directors Policy Manual

All Board of Directors Responsibilities

1. Copy of monthly reports at BOD meeting for Secretary file.
2. Timely release of club projects and events through various forms of communication.
3. Every effort should be made to promote general meeting attendance.
4. Collect documentation for Club Achievement entries and/or Club archives.
5. Maintain officers/director notebook for successor.
6. BOD shall assist Membership and Treasurer to assure that invoices for annual membership dues are corresponded no later than June 30<sup>th</sup>.

Minutes:

1. Should be mailed, faxed or e-mailed to each Board member within one week of the following BOD meeting.
2. Minutes should be kept by all board members for future referral.

Financial Accounts:

1. The Club shall operator three banking accounts
  - a. Operations
  - b. Scholarship – must be at least \$3,500.00
    - i. Scholarship dollars can not be used or transferred to operations budget without board approval.
  - c. PAC fund – must be at least \$500.00

Financial Reimbursement:

1. No reimbursement of expenses will be made unless an expense report is accompanied by itemized receipt.
2. Credit card receipt will not be accepted without itemized receipt attached.
3. Travel dates, accommodations, transportation arrangements must have prior approval of President.

4. Ad Fed Club travel will be reimbursed at IRS recommended mileage rate.
5. No Food expenses will be reimbursed unless approved by the President. If such are expected, a per diem will be allotted at the discretion of the President.
6. No expenses for a spouse or significant other will be incurred by DBAF unless they are a DBAF member. Reimbursement is the discretion of the President.

Club Protection and Insurance:

1. The Club shall have D&O (Directors and Officers) insurance to protect Board of Directors
2. Corporate Papers – to be filed annually with Sunbiz.org
3. Liability – when necessary for an special event/fundraiser