



# FLORIDA DISTRICT ANCHOR ORGANIZATION

## Policies and Procedures Manual

Revised November 2022

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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 Policies and Procedures (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, Pilot Governor Elect and Anchor Coordinator and used as approved by the District Pilot treasurer. Any charges on the Anchor debit card must be covered expenses per the Anchor budget and need to be approved in writing by the District Pilot treasurer prior to the charges being made. 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 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 15<sup>th</sup>.

## **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 approved 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. Assistant Anchor 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. Assistant Anchor 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.

## **Registration and Hotel Room Reservations**

All convention registrations and hotel room reservations must be approved in writing by the Governor Elect and/or District Pilot treasurer prior to being processed. These registrations and room reservations should not be changed without written permission from the Governor Elect and/or District Pilot treasurer.

## **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**

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. PI will reimburse the registration fee and transportation (maximum of \$250) to the sponsoring Pilot Club of Anchor Club of the Year 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 the sponsoring Pilot Club.

# **COMMUNICATIONS AND PUBLICATIONS**

## **Pilot/Anchor Communications and Publications**

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.

## **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 for 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 test, 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 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 test, 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 clubs
- Manage and post on the social media platforms on behalf of the District Anchor Officers
- Work with the 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 inspirationals at the District Anchor Convention
- Serve on any committee assigned by the President
- 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

## **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 DAC and signed by the District 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 will 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 Anchor attendees 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) and the Coordinator (see Finances for more details), to attend International Anchor Leadership Summit.

The Florida District Anchor Coordinator will need to register as an Anchor Advisor/Chaperone with plans to be with the Florida Anchors and attend all Anchor Summit planned activities. PI does not allow the Anchor Coordinator to register as both an Anchor Advisor/Chaperone and a Pilot Club Delegate for the Pilot International Convention.

## **Meeting Requirements**

1. The Anchor Coordinator needs to arrive at the destination in time for the Anchor Coordinator 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 Coordinator 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](http://www.anchorclubintl.org) and [www.pilotflorida.org](http://www.pilotflorida.org), Anchor link.

## **Outstanding Anchor Club of the Year**

As soon as the District Outstanding Anchor Club of the Year is announced, the Coordinator is responsible for informing the sponsoring Pilot Club of their respective financial responsibilities, if they choose, concerning PI Convention expenses. The District Anchor Club of the Year is responsible for submitting their International Anchor Club of the Year application to PI headquarters by the deadline.

# **MATERIALS AND RECORDS**

## **Materials Supplied to the Officers**

The materials needed by the District Pilot Anchor Committee can be found on [www.pilotflorida.org](http://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 1<sup>st</sup>. A copy will be stored in the Pilot archives safe. Any supplies, equipment and pins should be transferred to the new Coordinator by July 31<sup>st</sup>.

## **Forms**

All forms can be found at [www.pilotinternational.org](http://www.pilotinternational.org), [www.anchorclubintl.org](http://www.anchorclubintl.org) and [www.pilotflorida.org](http://www.pilotflorida.org), Anchor link.