



Sunrise Table Tennis Club, Inc.

A Not-For-Profit 501(c)(3) Public Charity Organization

EXECUTIVE DIRECTIVE 3

November 14, 2015

ANNUAL REPORTS OF OFFICERS

Our By-Laws specify that each year at the January Annual Meeting of the Board of Directors each Officer is to present a report of their office. These reports should be meaningful for evaluation of the accomplishments of each Officer for the prior year, establish the goals and plans for the new year and form a picture of how the Board of Directors is achieving our Mission. Here is a list of what each Officer's report should include:

President

The President's job is essentially to preserve and expand the organization and see to the future achievements of the organization. His report is a statement of the new budget (based on a draft prepared in advance by the Treasurer) and goals for the current year.

Vice President

- Goals and plans for community outreach programs, events and alliances for the current year.

Secretary

- State of the communications systems of the organization.
- Status of the Corporate Records and official filings.
- Number and positions of personnel at the beginning and end of the prior year.

Publicity Officer

- Status of social media.
- Public relations accomplishments of the prior year.
- Advertising campaigns executed during the prior year.
- Goals and plans for social media, public relations and advertising.

Membership Officer

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The Mission of the Sunrise Table Tennis Club is to facilitate education in the sport of table tennis by providing the members of the Club and the community of Pinellas County the resources, scheduled play and programs for training, regular practice and competition in the sport of table tennis.



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- Number of Members at the beginning and end of the prior year, including separate numbers for each level of membership.
- Number of volunteers at the beginning and end of the prior year,
- Goals and plans for expansion of memberships and volunteers.

Treasurer

- Balance Sheet of assets and liabilities as of the beginning and end of the prior year.
- Profit and Loss Statement for the prior year, including breakdowns by category, programs and events.
- Cash balance as of the beginning and the end of the prior year.
- Inventory of equipment at the beginning of the year.
- Plans for disbursements, repairs and acquisitions of equipment.

Programs Director

- A list of the Managers, Committees and volunteers at the end of the prior year.
- Accomplishments of the programs and activities for the prior year.
- Goals and plans for programs and activities.

Tournaments Officer

- Report of finances and number of participants for each tournament during the prior year.
- Schedule of tournaments for the current year.
- Goals and plans for expansion of tournaments.

Outreach Officer

- Community outreach programs and activities during the prior year, including community Junior and Senior programs.
- Organizational alliances active during the prior year.
- Goals and plans for the community Junior and Senior programs.

Fund-Raising Officer

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- Report of fund-raising campaigns, member donations and for the prior year.
- The number of Corporate Sponsors at the beginning and end of the prior year, and their donation amounts.
- Goals and plans for fund-raising campaigns, member donations, grants and Corporate Sponsorships.

Format

As the reports are to be filed with the minutes of the annual meeting, each Officer should prepare them in written form as an electronic document in advance, and forward a copy to the Secretary and to the President before the date of the Annual Meeting.

When preparing your reports keep in mind that the Members will be invited to the Annual Meeting. Each Officer will be asked to read or summarize their report at the meeting, for the benefit of both the Directors and the Members.

Martin Shapiro

President, Sunrise Table Tennis Club Inc.

Approved by the STTCI BOD.

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