

# Corvettes of Fresno Director's Duties

**President:** The President shall be the chief of this organization. The President shall exercise supervision over all the affairs, activities, and officers of the organization. The President shall preside at all meetings and functions. The President shall be the official representative for Corvettes of Fresno to any other organization where the club's presence is necessary. The President at his/her option can co-sign all checks. The President shall, with the aid of the Vice-President, request sanctioned dates from a parent organization.

In addition to these official duties the President shall: submit monthly President's Message to the newsletter editor and the club Webmaster prior to the board meeting each month; the President shall ensure that the club has a monthly meeting place; ensures that all the board positions are filled or duties are assigned to other members; make arrangements for monthly Board meeting locations; visits the club Post Office box before the board meeting and one other time during the month. The President is responsible for all club property with the assistance of the Vice-President.

**First Vice-President:** The First Vice-President shall assist the President in his/her duties and assume those duties in the absence of the President. The First Vice-President shall be in charge of all events sponsored by the club, and he/she will appoint an activities director to work with him/her on each event. The First Vice-President shall be the alternate representative to any and all outside organizations where the club's presence is necessary.

In addition to these official duties the First Vice-President shall facilitate monthly general meeting raffle/prize drawings; ensures that the Tahoe Coordinator position is filled by April each year; ensures that the Christmas Party Coordinator position is filled by June each year; ensures that members that lead runs throughout the year complete all the necessary paperwork and maintain a file of the collected paperwork; ensures that all activities chairpersons secure a budget for approval for their event if needed; collect all activity announcements, flyers, other club newsletters, and other car club material and forward as appropriate to club newsletter editor or webmaster prior to the board meeting each month; visits the club Post Office box before the general meeting and one other time during the month. Submit updated calendar to newsletter editor and Webmaster monthly or more often as needed throughout the month to update membership of club events.

**Second Vice-President:** The Second Vice-President will be responsible for all duties related to membership including but not limited to attendance roll sheets, rosters, applications, membership records, etc. The Second Vice-President may serve as an alternate to any outside organization when the official club representatives are unable to attend. The Second Vice-President shall serve in place of the President at club events, meetings, and outside events during the absents of the First Vice-President and President.

In addition to these official duties the Second Vice-President shall; hold name tag drawing at each general meeting; give the communications/webmaster director any

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updated membership information (excel file) throughout the year; prepare new members packets; order club name tags for new/present club members; print club directory at least once per year or more often as needed; verify membership information (address, phone numbers, email addresses, etc) once a year; send renewal notices; collect annual dues (by Sept general meeting); provide monthly membership information to the newsletter editor prior to the board meeting each month.

**Secretary:** The Secretary shall keep the minutes of the club. These minutes shall be an accurate and official record of all business transacted. The Secretary shall keep file copies of all correspondence that the officers or committee chairpersons have in relation to the club or the club activities. The Secretary shall also be responsible for notifying each member of the location and time of meetings.

In addition to these official duties the Secretary will ensure that greeting cards, plants/flowers for sickness, sympathy, thank you, etc. are promptly sent; sends acknowledgements to sponsors or members who have made donations to the club; see that all new club officers receive a copy of the duties during the November board meeting; takes minutes at all meetings; emails general/board meeting minutes to board members for review prior to club meetings.

**Treasurer:** The Treasurer shall receive and have custody of all funds of the organization and shall keep them in separate bank accounts. The Treasurer shall pay out said funds only upon the order of the Board of Directors or upon voucher signed by the President.

The Treasurer shall keep a monthly-itemized account of all receipts and expenditures to three (3) days before the monthly general meeting and shall read or make available such account information to the membership at the monthly meeting and perform all other duties ordinarily developing upon the office of the Treasurer.

The Board may require the Treasurer to prepare or assist in preparing an event budget for their approval. The Treasurer shall be responsible for the collection assessments from the members.

The Treasurer records shall be open to inspection by any member at any regular meeting and shall be audited at least once a year by a committee appointed by the President.

In addition to these official duties the Treasurer shall; submit annual statement of Non-Profit status to the State.

**Communications Director:** The Communications Director shall issue a monthly newsletter, and shall be in charge of club communications as specified by the Board of Directors.

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In addition to these official duties Communication Director (newsletter editor) shall solicit monthly car run stories from the run leader to publish monthly; solicit news stories from club directors and club membership; keep club posted of upcoming events in monthly newsletter and publication of the club calendar and upcoming events; maintains membership directory for mailing club newsletter (received from membership director); posts information in the newsletter about members anniversaries, birthdays and other member info (received from membership director); locate interesting car stories from magazines or online for publication in club newsletter; provide monthly PDF copies of the newsletter to the webmaster for posting on the club website to coincide with the postal delivery; provide information on club members and their cars; maintain a copy of the newsletter for club history. Bills for paid ads in newsletter monthly/annually or as required.

**Webmaster:** The Webmaster shall establish and maintain the CoF website, and an agreement with the web host provider(s). The Webmaster shall upload and keep current all club web pages and email list of all club members. The Webmaster shall maintain site login records, page download counts and make available to the Board. The Webmaster shall keep current all supporting software, graphic programs and other material needed to support the club's web page. The Webmaster shall serve as primary point of contact for all matters relating the club's website. The Webmaster is appointed by the Board of Directors and serves as Webmaster until a new Webmaster is appointed.

In addition to these official duties the Webmaster shall; post an updated membership directory on the club website as needed (submitted by the Membership Director); review website usage with the membership at monthly general meetings; maintain directors club email forward to personal email boxes; provide membership CoF email to club members as requested; accept pictures, stories, ads, and other material from club members for posting onto club website; post monthly club newsletter to website newsletter page; emails monthly eNewsletters to club membership. Bills for paid ads on website monthly/annually or as required.

**Tahoe Committee Chairman:** The Chairman of the Tahoe Committee must be approved by a two-thirds (2/3) majority of the Board of Directors. The Chairman of the Tahoe Committee shall report monthly to the Board of Directors. He/She shall not have a vote in the Board of Directors' meeting. Any expenditure by the Tahoe Committee must be approved by a majority of the Board of Directors.

In addition to these official duties the Tahoe Chairman; provides information, pictures, artwork; copy, and other information related to the annual Tahoe event to Webmaster for posting on the website Tahoe page; organizes the production of T-Shirts, gift bags and other event materials.

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**Club Governor:** The club Governor is the club's representative to our club's parent association in all matters. The Governor works closely with the 2nd Vice President of Membership to ensure that all members in good standing are properly enrolled with our parent organization each year and that new club members are enrolled when their club membership is approved by the board throughout the year. The Governor also works closely with the 1st Vice President of Events to ensure that proper notification of club events are forwarded to our parent organization so we are covered by our organization's insurance. When possible the CoF Governor will attend annual parent organization's conventions representing our club. Governor may assist other club directors with issues relating to our parent organization and membership.