

# CORNHUSKER CORVETTE CLUB

## Officer Job Descriptions

Revised March 13, 2007

**PRESIDENT.** It shall be the duty of the President to supervise the affairs of this Corporation. Specifically:

- The President shall preside at all meetings of this Corporation.
- The President shall be the *ex-officio* member of all committees and as such shall have the right to vote.
- The President shall preside over the nomination and election of officers.
- All arrangements for special meetings shall be under the President's direction.
- The President shall appoint such subordinates as deemed necessary, including, but not limited to, the following:
  - Web Master – Responsible for maintenance of the CCC Web site, [www.cornhuskercorvetteclub.com](http://www.cornhuskercorvetteclub.com)
  - Sergeant-at-Arms – Responsible for maintaining order at general meetings
  - Timing Team Leader – Responsible for maintaining and operating the timing system at speed events, for training timing team members, and for preparing event results in NCCC format
  - Greeter – Responsible for signing in members at general meetings and forwarding the attendance lists to the Vice President
- The President shall perform such other duties as are usual and incidental to the President's office.

**VICE PRESIDENT.** In the absence of the President, the Vice President shall perform all the duties of the President.

It shall further be the duty of the Vice President to aid and assist the President in any of the regular administrative duties the President shall assign to the Vice President.

- The Vice President shall also be responsible for making sure that all the CCC By-Laws and Operating Rules of Procedure are current and up to date and that they are followed, where applicable, during the operation of CCC official business.
- The Vice President shall also be responsible for evaluating, computing, posting, and reporting the status of all NCCC and CCC activity points (Operating Rules, Section IV) accumulated as follows:
  - NCCC and other event results turned in by members during the year
  - Attendance lists turned in by members responsible for waivers (registrars, chairpeople, etc.)
  - General meeting rosters turned in by the Greeter.

NOTE: The Vice President may delegate the responsibility for points keeping to a designated Points Chairman.

- The Vice President shall also be responsible for selecting, procuring, and presenting awards for the annual banquet (Operating Rules, Section V, Section 2).
- The Vice President shall notify new members by mail whether they are eligible for the Rookie of the Year (ROTY) award (Operating Rules, Article IV, Section 3)
- The Vice President shall also maintain the Officer Position Descriptions [this document] referenced in the Operating Rules of Procedure (Article III, Section 2)

**SECRETARY.** It shall be the duty of the Secretary to keep the Minutes of all general meetings and meetings of the Board of Directors of the Corporation, and to maintain the archive of all such Minutes.

- The Secretary shall deliver the minutes of each general meeting to the Editor at or before the next BOD meeting for publication in the newsletter.
  - The Secretary shall conduct and preserve correspondence relating to the business of the Corporation.
  - The Secretary shall keep an accurate record of all business transactions of the Corporation, and shall be custodian of the books, papers, and records. Upon reasonable notice, the Secretary shall make available for inspection the official books, records, and papers to any member in good standing during the ordinary business day or during meetings of the Corporation.
  - The Secretary shall keep all insurance waivers for non-sanctioned events on file for at least 90 days after the date of the event.
  - The Secretary shall send appropriate cards or gifts for memorials, weddings, births, or illnesses.
    - A Card shall be sent to:
      - CCC member for a hospital stay of 3 or more days.
      - CCC member upon the death of a family member, including father, mother, sister, brother, child, or spouse/significant other.
      - CCC member having or adopting a baby. (Secretary also enrolls baby in FCOA at CCC expense.)
      - CCC member getting married.
      - Any other person designated by the BOD (e.g., family of a deceased advertiser)
    - A \$25 memorial shall be sent to:
      - Family upon the death of a CCC member or spouse/significant other.
      - Any other person designated by the BOD
    - A plant or small bouquet shall be sent to:
      - CCC member for a hospital stay of 7 or more days
      - Any other person designated by the BOD
- NOTE: Any CCC member may report to any BOD member any event requiring a card or gift, including description of event, relevant name, contact, address, phone number, etc. The Secretary shall purchase and send the appropriate card or gift.
- The secretary shall prepare and distribute ballots for the annual election of officers, including the distribution of absentee ballots in accord with the ARTICLE III, SECTION 5 of the BY-LAWS.
  - The Secretary shall also be in charge of the official Club merchandise procurement process (shirts, jackets, flags, pins, etc.), from getting bids to taking orders and purchasing the items, subject to BOD approval, for the requesting members or in bulk.

**TREASURER.** The Treasurer shall receive all moneys and keep records of all receipts and expenditures and shall open the necessary banking accounts at a bank selected by the Board of Directors. All funds received belonging to the Corporation shall be deposited in the bank account so selected. All checks, drafts, or warrants issued by or on behalf of this Corporation shall be signed by the Treasurer or by another authorized member of the Board of Directors.

The duties of the Treasurer shall include the following:

- Collect annual CCC and NCCC dues and assist in the NCCC dues process where necessary.
- Prepare an annual budget and submit for approval at the February BOD meeting. .
- Present the annual budget for approval at the February general meeting.
- Reconcile bank statement monthly.
- Administer contracts negotiated by the BOD (catering, banquet halls, racing facilities, etc.)
- Prepare detailed monthly and annual financial reports for presentation to the Board of Directors and to the General Membership upon request.

NOTE: CCC financial reports shall NOT be published in the newsletter.

- Maintain the CCC official address, and check the P.O. Box for mail on a regular basis.
- Maintain a list of all Corporation property. The list shall be updated whenever additional property is purchased or acquired by any other means. Likewise, the list shall be updated whenever property is sold, consumed, destroyed, discarded, or otherwise disposed of. The Treasurer shall schedule and oversee an annual inventory of Corporation property and shall submit a corrected list to the Board at the April BOD meeting for review and resolution of any discrepancies.
- File Non-Profit Corporation Biennial Report with the Secretary of State of Nebraska in odd-numbered years.

**ACTIVITIES DIRECTOR.** The Activities Director shall be responsible for all activities for the Corporation and will have the prerogative to choose, with the concurrence of the President, members for an activities committee.

The Activities Director is responsible for all Corporation property, such as the CCC trailer, CCC banner, timing equipment, computers, helmets, signs, and equipment used in runs, rallies, car shows, and other such Corporation activities.

All Corporation events or activities must be approved by the Activities Director prior to their being held as a Corporation activity or event.

**EDITOR.** The Editor shall be in charge of the monthly newsletter. Duties shall include the following:

- Design the newsletter.
- Set schedules and deadlines and solicit input from CCC members.
- Review submitted material for suitability and conformance to established standards.
- Prepare material for the newsletter, including, but not limited to, cover, articles, notices, minutes of general meeting, and advertising.
- Produce the newsletter and any other official Club publications.
- Maintain the newsletter mailing list.
- Mail the newsletter to members and advertisers prior to each monthly general meeting.
- Maintain Club equipment and supplies used to produce publications.
- Maintain the CCC newsletter archives.

**GOVERNOR.** It shall be the duty of the Governor to represent this Corporation at all the National Council of Corvette Clubs, Inc. meetings and to vote on all matters as advised by the general membership of the Corporation.

The Governor shall be responsible to see that this Corporation meets all NCCC requirements, including, but not limited to:

- Procurement of all necessary NCCC forms (membership applications, insurance waivers, etc.)
- Timely requests for NCCC sanctions
- Timely submission of appropriate flyers for NCCC sanctioned events
- Timely submission of results of NCCC sanctioned events
- Filing all insurance waivers for NCCC sanctioned events for at least 90 days after the date of the event and forwarding copies to the RCD.
- Communication of NCCC rules, decisions, and other information to the BOD and the general membership

The Governor shall also distribute information via e-mail (Operating Rules, Article VIII):

- General information about CCC activities to all CCC members with e-mail addresses
- Competition information to interested CCC members with e-mail addresses

**SOCIAL DIRECTOR.** It shall be the duty of the Social Director to plan and coordinate all official social activities of the Corporation.

- Schedule all Club-sponsored social events with the Activities Director.
- Prepare and submit detailed announcements to the Editor in time for publication in the newsletter at least 15 days in advance of each event.
- Provide waivers at all social events and forward the signed waivers to the Secretary.
- Prepare attendance lists for all Club-sponsored non-sanctioned events and forward them to the VP.

NOTE: Responsibility for the attendance list may be delegated to the chairperson for the event.

**SUMMER FESTIVAL DIRECTOR.** It shall be the duty of the Summer Festival Director to organize and coordinate all the activities required by the Corporation's annual Summer Festival.

- The Summer Festival Director is responsible to report the progress of the activities and to obtain approval of said activities through the Board of Directors.
- The Summer Festival Director shall be responsible to the Corporation for this event and for the proper Activity Points recognition of workers, which are not listed on the official NCCC event results.
- The Summer Festival Director shall report all financial activity to the CCC Treasurer.
- The Summer Festival Director shall report progress at monthly general meetings.

At the end of Summer Festival, after all obligations are met and all bills are paid, the Treasurer shall turn any profits from Summer Festival over to the CCC General Fund. The BOD shall decide on their use.

NOTE: Traditionally a portion of the profit is given to NKF, the official NCCC charity.

**PUBLIC RELATIONS DIRECTOR.** It shall be the duty of the Public Relations Director to coordinate all official Club activities involving advertisers, including the following:

- Maintain written guidelines for advertisers, including appropriateness, expectations, and commitments by both parties, and make recommendations for changes to the Board. (For example, requirements that advertisers display a CCC poster or offer a discount to CCC members, or agreements by CCC to hold an annual car show, place the advertiser's name on the CCC banner, or extend banquet invitations, depending on the level of support.)
- Review the advertising fee structure annually and bring revenue projections, along with any recommendations for rate changes, before the Board.
- Bill and obtain payment from advertisers.
- Investigate and if possible resolve any disputes involving advertisers and Club members, or bring those disputes to the attention of the Board.
- Coordinate advertising with the Editor, obtaining any promotional materials required and ensuring that ads in the newsletter are correct and are inserted and removed promptly.
- Provide information about the Club to the news media, to area businesses, and to other community organizations whenever appropriate.
- Advise the Treasurer and the Editor when advertisers are added or dropped.

**MEMBERSHIP DIRECTOR.** The Membership Director is responsible for managing CCC and NCCC membership issues, including but not limited to the following:

#### NEW MEMBERSHIPS

- Make New Member Application forms available to all members and forward updated form to the Web Master. (See Operating Rules EXHIBIT A.)
- Forward dues payments to Treasurer and copies of new applications to the VP.
- Assign NCCC numbers and prepare NCCC Membership Applications on forms supplied by CCC Governor. (See Operating Rules EXHIBIT B.)
- Send NCCC Membership Applications with CCC check to Regional Membership Director.
- Update CCC roster and make copies available to members at next general meeting.
- Update CCC e-mail address list and forward to member responsible for \*\*\* CCC UPDATE \*\*\* messages.
- Send new members' names and addresses to the Editor to update the newsletter mailing list.
- Introduce new members at each general meeting. Give a "goodie" bag and CCC shirt (if available) to each new member if he/she attends the general meeting when officially voted into membership.
- After new member is accepted, send him/her a welcome letter, a CCC membership card signed by the President, and a CCC window sticker.
- Prepare a New Member page (with photos if possible) for the monthly newsletter.

#### RENEWALS

- Prepare CCC/NCCC dues statements for member renewals, and mail them to members in September.
- Assist the Treasurer in preparing the annual renewal report for NCCC; send the report to the Regional Membership Director before November 15; send a copy to the Governor.

#### ANNUAL BANQUET

- Prepare a list of members eligible for 10-, 20-, and 30-year "hard core" awards and forward the list to the VP 30 days prior to the annual banquet.
- Maintain a list of sponsors of new members and forward the list to the VP 30 days prior to the annual banquet.

**MEMBERS AT LARGE.** It shall be the duty of the Members at Large to accept complaints, suggestions, or comments concerning the Club from members who wish to remain anonymous. A Member at Large shall present these complaints, suggestions, or comments to the Board for consideration, and the Board shall then decide whether or not the matter should be brought to the attention of the general membership. The Member at Large shall then contact the anonymous member and inform him or her of the Board's decision concerning the complaint, suggestion, or comment, and the action taken, if any.

NOTE: The anonymous member's identity shall remain undisclosed at all times to all but the Member at Large.