

PURPOSE:

We encourage every member to volunteer and play an active role in the North Texas Corvette Club.

This document is to be used by all North Texas Corvette Club (NTCC) members to understand and execute their roles and responsibilities when serving as officers in one of the three types of leadership positions in the Club:

- Elected positions
- Appointed positions
- Executive Committee

The NTCC remains governed by the NTCC By-Laws. The Elected Positions and the Executive Committee are described and governed by Article 3 of the By-Laws. The detailed duties and responsibilities listed below are referenced in Article 4 of the NTCC By-Laws. The intent of placing these Roles and Responsibilities in a separate document allows timely adjustment of specific responsibilities of each role as the needs of the NTCC change.

DISCHARGE OF DUTIES

Duties of the officers will include, but not be limited to:

1. Elected Positions

1.1 President

- Preside over all business meetings
- Appoint committees, as necessary, to meet the needs of the club
- Maintain and develop relationships with appropriate sponsors, other car clubs and the community
- Provide planning and strategies that support and further the club's welfare and future success.

1.2 Vice-President

- Preside at business meetings in the absence of the President
- Arrange and schedule monthly business meetings
- Act as Chairman of the Christmas Party Planning Committee
- Assist the president when required

1.3 Secretary

- Shall record all minutes and votes of the general business meeting. Minutes shall be approved by majority vote present and be provided to the Webmaster for archiving on the NTCC website.
- Keep the minutes of the business and Executive Committee meetings and will submit same to the officers.

1.4 Treasurer

- Responsible for all just and approved payments of all debts and deposits of funds
- Keep said funds on deposit in an approved financial institution. Maintain accurate signature cards on file with the financial institution for access to club funds. Signature cards shall include the Treasurer and the Director Emeritus
- Maintain treasury records in a club owned electronic (software) accounting system
- Ensure club liability Insurance coverage is accurate and up to date
- Provide a monthly summary update of the club's finances at the monthly general meeting
- Make available for review to the club's membership the financial status
- Maintain all financial records within the treasurer's possession at all times
- Maintain record of dues paid and list of membership in "Good Standing"
- Shall maintain AND REPORT:
 1. General-Fund-Expenditures
 2. 50/50 Fund.
 3. Expenditures over \$500 shall be reported in DEPTH per line

2. Appointed Positions

2.1 Activities Director

- Chair the Activities Committee
- Coordinate the following events: excursions, auto expositions or shows, dinner cruises and all other sanctioned activities for official club events

2.2 Hospitality Director

- Secure restaurant selection and reservations for after monthly meetings

2.3 Membership Chairperson

- Shall maintain a current listing of all members in good standing and present the membership report at each monthly meeting.
- Prepare and present a "New member" packet for each new member and present to the new member at the monthly meeting
- Meet, welcome, and present guest and new members to the membership as needed at each monthly meeting.
- Collect dues from all new members

2.4 Webmaster

- Responsible for maintaining the club's website
- Oversees administration of the club social media presence (e.g., Facebook)

2.5 NCM Ambassador

- Maintain communication with the National Corvette Museum and pass any information of upcoming activities to the membership

2.6 Merchandise Chairperson

- Maintain orders for all club apparel.

2.7 Sunshine Chairperson

- Send cards of comfort or encouragement to members who are ill or experiencing the loss of an immediate family member. Flowers, plants, or other items may be sent on an exception basis at the discretion of the Sunshine Chairperson, not to exceed \$75.00 including delivery charge.

3. Executive Committee (minimum of 3 members)

- The Executive Committee shall oversee the overall direction of the club regarding the status, financial condition, bylaws amendments, and other such items for the well being of the club.
- Shall review the fiscal status annually prior to the transfer of Club accounting among individuals or each election period.

REVISION HISTORY:

- CREATED Feb 2020 – Approved March 2020
- Updated Nov 2021 – Approved Jan 2022