



Officer & Chair Handbook

Version 2016

OFFICERS

President

Description of Position: The President of the Evert Car Club is responsible for all fiduciary (money) and community activities. This person is held accountable for the actions of the club and of club members during community and social activities. The President is expected to be forward thinking and proactive during the two year tenure of President.

Responsibilities:

- Reports to the Membership of the Evert Car Club
- Contacts Sponsors
- Insures money is collected from sponsors (may collect money along with Sponsor Chair)
- Oversees all correspondence
- Chairs meetings
- Develops agenda
- Oversees all events and activities
- Represents Evert Car Club at other meetings and events
- Checkbook signature authority
- Manages all other officer and chair positions
- Intervenes in disputes
- Insures the inventory of the car club trailer (holds the keys)

Vice President

Description of Position: The Vice President is responsible to insure that each meeting is chaired by the President. In those instances where the President cannot or is unwilling to preform the responsibilities of President, the Vice President will immediately be responsible for any or all of the Presidents responsibilities. Before intervening, the Vice President must notify one other officer of the issue(s). The Vice President is also responsible for conducting any other officer's jobs that are not being completed.

Responsibilities:

- Reports to the Membership of the Evert Car Club
- Fulfills any responsibility assigned by the President
- Preforms responsibilities of the President when needed



Officer & Chair Handbook

Version 2016

- Fills in for all other officer & Chair positions as needed
- Checkbook signature authority
- Determines quorum at meetings
- Acts as arbitrator during decision making
- Audits an records the content of the car club trailer (holds a copy of the keys)

Secretary

Description of Position: The Secretary is responsible for managing all correspondence and recording all activity for the Evert Car Club. The management of correspondence and activity is done in a way that will allow easy archiving and retrieval.

Responsibilities:

- Reports to the Membership of the Evert Car Club
- Keeps records of Treasurer reports at meetings
- Reports communication activity during meetings
- Maintains ALL records (i.e. officer letters, insurance, historical documents, news articles and more)
- Manage the distribute/mail/email and other correspondence to members
- Takes headcount at meetings
- Records the official list of current members (as shared by the Treasurer)

Treasurer

Description of Position: The Treasurer is fiducially (money related) responsible for all Evert Car Club funds. Any member can ask for a current accounting of funds and receive a to-date accounting. The Treasurer is in charge of all money handling activities and may direct the money handling activities of other chairs.

Responsibilities:

- Reports to the Membership of the Evert Car Club
- Checkbook signature authority
- Conducts yearly audit (internal)
- Prepares 3-year review (external)
- Keeps record of tangible properties
- Records dues
- Maintains a list of membership (shared with the Secretary)



Officer & Chair Handbook

Version 2016

- Records donations
- Records advertising expenses
- Pays club bills
- Prepares seed money for events
- Records Vendor receipts
- Records door prize expenses
- Reports & send fee(s) to State of Michigan
- Reports to the IRS (e-postcard)
- Records website expenses
- Records 50/50 receipts and expenses
- Manages and records all other Chair money handling activities

Web Chair

Description of Position: This position is responsible for maintaining and updating the Evert Car Club web pages. Information contained on the web is sanctioned and reviewed by the President and Secretary of the club.

Responsibilities:

- Reports to the President and Secretary of the Evert Car Club
- Maintains web page by adding and removing words and images to keep it current
- Communicates with all members of the club
- Coordinates with media persons (camera, video, etc) to obtain images
- Develops new web page layouts
- Communicates with general public to determine viability of the web

Sponsor Chair

Description of Position: This position is responsible for procuring funding for activities of the club. Predominantly, sponsors are sought for the car show each year. This position could also be asked to generate funding for other club activities. The Sponsor Chair may also involve the President in contacting and obtaining funds from sponsors. This position should be thought of as a sudo ambassadorial position where the good intentions of the Evert Car Club are at stake.

Responsibilities:

- Reports to the President of the Evert Car Club



Officer & Chair Handbook

Version 2016

- Maintain and update lists of sponsors
- Collect money from Sponsors (President may also be involved)
- Communicate with sponsors
- Communicate with Trophy Chair

Trophy Chair

Description of Position: This position acts as a communication conduit between the Sponsor Chair and the trophy vendor. The number and type of trophies are directly related to sponsorship. The Trophy Chair is also responsible for communicating the number and types of trophies to the membership. The Trophy Chair is also responsible for making suggestions to improve or change the trophy program and may be the announcer of winners at the car show.

Responsibilities:

- Reports to the President of the Evert Car Club
- Asks for member consensus on the details of the trophy award program
- Reports to members about the trophy award program at the car show
- Manages the trophy award program
- Procures trophies and awards from appropriate vendors
- Communicates with Sponsor Chair

CAR SHOW RESPONSIBILITIES

Vendor Chair

Description of Position: The Vendor Chair takes care of all vendor activity during the car show. Contacting vendors, communicating with vendors, and designating the location for vendors are some of the major responsibilities of this position.

Responsibilities:

- As Car Show plans are being made, in June, the chairperson begins with making a new potential list of Vendors with addresses from previous year.



Officer & Chair Handbook

Version 2016

- Mail out Letter with Registration form at the bottom, along with new flier to each former vendor. Vendor chairperson's name and phone number should be on Car Show flier so Prospective Vendors can contact Chairperson, who will then send Letter with Registration form to them, and their name added to the new Vendors' List.
- Last minute vendor requests can be handled the morning of the show. All Vendors will sell their wares on the west side of the park under the trees, **unless prior arrangements are made.**

Note: Dates are important! Make sure everything you do has that year's date on it for future reference!!

50/50 Chair and Ticket Sellers

Description of Position: The 50/50 Chair is responsible for procuring tickets, identifying volunteer Ticket Sellers, promoting the 50/50, and managing all aspects of ticket sales and money handling. Sale of tickets by minimum of two 2-person teams begins at 9:00 a.m. with a total of three drawings, the first one held at 11:00 a.m., second one at 1:00 p.m., and the third at 3:00 p.m. Following each drawing ticket stubs are discarded. Winning ticket color and number drawn (usually by a passersby) is announced by the D.J., who will also announce the amount of money to be awarded. Teams are each given \$25 in small bills so they may make change, referred to as 'seed' money.

Responsibilities of the Chair:

- The chair keeps numerical record of each ticket roll, no matter what the size. Recruits members to assemble the 2-person teams needed for selling of tickets. Fifteen minutes prior to each drawing Team Leader counts and divides money that has been turned in. Stubs are to be placed in Wheel, which has been emptied out following the previous drawing.
- Money is counted by the Chair and the Treasurer (or other chosen designee). A minimum of two people is required for an accurate count.
- When the money is claimed, Chair records the name of recipient and amount won, for Car Club records.
- Following show, tally is made of each ticket roll still available. When compared and subtracted from prior year's tally, this shows how many tickets were sold, also for Car Club records.

Responsibilities of Ticket Sellers:

- Each person has a two-compartment apron to wear while selling.
- **First team member (senior)** member collects the money making change when necessary, with one compartment to hold 'seed' money, and the other compartment for holding sales money to be turned in.



Officer & Chair Handbook

Version 2016

- **Second member (junior)** counts out the tickets purchased, separating them, giving one set to the purchaser. One apron compartment holds unsold tickets and the other compartment is for ticket stubs of sold tickets. Ticket stubs and money collected should be turned to Team Leader 15 minutes prior to each drawing,