

NORTHERN ILLINOIS CORVETTE CLUB

POLICY & PROCEDURES MANUAL

(Office Holder Job Descriptions)

CONTENTS:

<u>Office</u>	<u>Page #</u>	<u>Office</u>	<u>Page #</u>
Advertising Director	14	President	2, 3
Charity Director	15	Public Relations	14
Editor	10	Quartermaster	13
Governor	4, 5	Secretary	6
Historian	5	Sergeant at Arms	11
Media Director	10	Social Director	12
Membership	8	Sunshine Chair	13
NCM Ambassador	11	Treasurer	7
Parade Director	16	Webmaster	9
Parliamentarian	9		

Additional Policy and Procedures for all Positions:

Newsletter Articles: If you have any information for the newsletter, be sure the Editor receives your report by the newsletter deadline.

Website Responsibility: Each officer shall forward all electronic media that is to be put into the website to the Webmaster or to a location requested by the Webmaster. As a minimum, this should include the meeting minutes, event schedules, photographs of events, various forms, and changes of sponsor and/or advertisers. This information shall be submitted each month no later than the 15th of the month following business meetings unless the Webmaster requests otherwise.

Office Fulfillment: When your term as an officer ends, you are responsible to return all of your office's Club property. This is normally completed informally between the December and January meetings or no later than at the January business meeting.

Reimbursement: You may be reimbursed for expenses incurred in the process of completing your duties. Give the Treasurer a receipt for each expense. The Treasurer will reimburse you promptly or ask for a review of the expense from the President or the Board at a regularly scheduled business or Board of Directors meeting

PRESIDENT:

It shall be the responsibility of the President to prepare and have available at each regular meeting of the membership an agenda, which will be used to conduct the business of the meeting.

The outline of the agenda will include the following items of business:

Call to Order

Introduction of Officers and Appointed Positions,

Introduction of guests,

Review and approval of previous meeting minutes,

Monthly reports by officers and appointees as needed

Board Meeting Recap if applicable

Old Business

New Business

Miscellaneous: Announce information from relevant flyers received from non-club sources

Collection of Name Tag fines (Sergeant at Arms)

Raffles (Social Director)

Attendance Drawing (Membership Director)

Adjournment

The President is responsible for organizing any Board of Directors meetings as needed and as prescribed in the NICC Constitution and Bylaws in Article IV, section 3, fourth item (page6).

The President shall be responsible for ensuring that all suggestions submitted are addressed for discussion at the meeting of the Board of Directors. All suggestions which the Board of Directors judge as having merit shall be placed on the agenda and brought up at the next general membership meeting.

The President is responsible for organizing the annual meeting of the club and to ensure that the following actions are completed at that meeting:

1. Ask a member to stand in for opening the annual meeting (where a motion is made to designate a chairman and secretary for the meeting, usually the current President and Secretary.

2. Report on the actions of the corporation (club) for the past year and prospects for the coming year.
3. Ask for a member to read the required corporate resolutions.
4. Introduce the present Directors and officers and ask for the nominating committee chairman to read the names of the nominations for the coming year.

The President shall be responsible for the completion and timely filing of the annual federal and state corporate documents as follows:

1. Annually file the IRS tax exempt organization on-line form 990-N (or similar) by the 15th day of the 5th month after the close of the tax year (May 15th).
2. Submit the Illinois Charitable Organization Annual Report form AG 990-IL within 6 months after the close of the tax year (June 30).
3. Submit the Illinois not for profit annual report form NFPCAF by the anniversary date of incorporation (May 20). Note: The registered agent of the club (Reilly Law Offices) will assist with filing this form.

The President shall be responsible for putting an article in the monthly newsletter. This can be a positive way to encourage membership participation and calling attention to specific meetings, events, and social affairs, thanking members for a job well done, etc.

The president is responsible for ensuring the nominating committee (for presenting the slate of Officers and Directors for the coming year) is established as needed and as defined by the NICC Constitution and Bylaws in Article VII, section 2, second item (page 14).

The President is responsible for ensuring that the club owned equipment used for conducting the regular club meetings is available at each meeting and to provide the equipment to the new President at the time of the change of office.

In addition, see Constitution and Bylaws, Article IV, section 6, second item (page 8 & 9).

GOVERNOR:

The Governor shall represent NICC at the Board of Directors' Midwest Region (MWR) meetings and at the National Council of Corvette Clubs, Ins. (NCCC) meetings.

He/She must attend no less than three (3) of the four (4) regularly scheduled meetings of the NCCC Board of Governor meetings. He/She shall be reimbursed for no more than four (4) NCCC meetings. If a Board of Governors' meeting is held during the National Convention, it will not be reimbursed. Reimbursement shall be for a maximum of two nights lodging and transportation cost to and from the Board of Governors meeting location, which are reasonable and customary.

The Governor shall have such further powers and duties as may be described in the Constitution and Bylaws.

Duties:

Liaison officer between the NICC, MWR and NCCC. The recommended guidelines for being Governor are fairly explicit as to the required duties.

Foremost responsibility is to be familiar with the NCCC Rulebook, and be completely aware of the responsibilities to NCCC, MWR, and NICC.

You must also read and follow the Midwest Region's Standard Operating Procedures.

You must provide a brief report at each monthly business meeting as to requirements, changes, upcoming events provided at the NCCC & MWR meetings and interim communications.

Your monthly meeting report is to be provided to the NICC Secretary and the NICC Editor.

You are to keep updated on the NCCC Insurance Program as to coverages and requirements.

You are to maintain the various NICC signed waivers for the required length of time as required by NCCC.

Expense reimbursement is to be provided to the NICC Treasurer on a monthly basis on approved NICC Reimbursement form with copies of all receipts.

Once you have received a completed and approved new NCCC Membership Application form or Renewal from the NICC Membership Director, you will enter

pertinent information into the National Membership database. New members will then be provided by you, with a new NCCC membership number. They will also receive a new membership card from NCCC. Renewing members will be officially entered into the system and receive a new membership card from NCCC.

You are to immediately update the NCCC Membership database with any new membership changes/updates members provide to the NICC Membership Director and Governor.

You will maintain the NICC pylons, flags, signs, safety vests and miscellaneous items necessary to put on various NICC events.

You are to maintain familiarization with the NCCC Rulebook for the “Host Club Governor” responsibilities at every NCCC sanctioned and non-sanctioned event.

You are to provide an updated year end Club Charity Activity Report to the NCCC Director of Charity.

HISTORIAN: (From Policy and Procedures notebook dated 12/2/2018.)

As Club Historian you, and your volunteer committee, are responsible for collecting and storing all club slides, pictures, video, scrapbook, articles, club statistics, member statistics, etc. This information should be readily available upon request.

Club Historian is responsible for a complete listing of historical items the club has accumulated.

When special arrangements need to be made for formatting club historical items, you must get an estimate on cost and present this figure to the Board of Directors for approval. (Note: If you know there will be a need for upcoming expenses for your position, submit the estimated figure to the Treasurer for including in the forthcoming budget year.)

You and your committee should solicit from member’s pictures, newspaper and magazine articles on the club and/or its members.

The Club Historian shall be responsible for putting an article in the monthly newsletter. This should be an historical item from the club’s archives.

SECRETARY:

The secretary shall attend all meetings as is possible of the officers, directors and members. She/He shall record synopses of the Board of Directors' meetings which she/he shall then submit to the President. She/He shall record minutes of the monthly members' meetings which she/he shall then submit to the editor for publication in the Vette Visions newsletter. She/he shall keep copies of each meeting's synopsis and minutes in a binder or book provided for that purpose. Every January she/he shall provide NICC's attorney with the original minutes of each monthly members meeting from the twelve months of the previous year. She/he shall perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. If the secretary fails to get the minutes of the club monthly members meetings to the editor for publication in Vette Visions then she/he is responsible for a separate electronic mailing of it to each member.

The Secretary may, in her or his absence, delegate duties, powers and responsibilities to one or more assistant secretaries or substitutes unless such delegation shall be disapproved by the Board of Directors.

Additional Duties:

Note any changes of officers as indicated in each month's minutes.

Add new members to the roster by keeping copies of rosters posted by the Membership Director.

Add new members' names to the minutes of the members meeting that they first attend.

All minutes of meetings are to include number of members and guests attending.

Also, see Constitution and Bylaws Article IV, section 6, item 4, page 9.

TREASURER:

Constitution & Bylaws, Article IV, section 6, item 5, page 9:

The treasurer shall have custody of the Club funds and securities, and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Club, and shall deposit all monies and other valuable effects in the name of the Club, and shall deposit to the credit of the Club in such depositories as may be designated by the Officers and Board of Directors. The treasurer shall be responsible for compiling a financial statement, accounting for all Club monies, at the end of each fiscal year. He/She shall render to the Officers and Board of Directors or members whenever they may require it, an account of his transactions as treasurer and the financial condition of the Club. The Treasurer shall present at the monthly meetings an update of income and expense compared to the planned budget. The treasurer may delegate any of his duties, powers, and authority to one or more assistant treasurers unless the Board of Directors disapproves such delegation. The treasurer shall have such further powers and duties as may be prescribed in the Constitution and Bylaws of the corporation.

At each monthly business meeting be prepared to give a brief rundown of individual account balances and total NICC funds available.

Membership Director will give you the NCCC membership applications and monies. After all have been received, give the NCCC applications and a check (made payable to the NCCC Midwest Region) for the amount due NCCC to the Governor.

Reimbursement of expenses should be handled on a “no receipt-no money” basis. If you question expenses, bring them before the Board of Directors.

Before year-end, you are responsible for a projection of the next year’s income and expense.

You are responsible to maintain all club treasury files as permanent club records.

MEMBERSHIP:

Check the P.O. Box at least once a week.

Update the membership roster constantly. Whenever updated, have the webmaster send it in an email blast to all members.

Ensure the membership application form on the website is current.

At each meeting:

1. Be prepared to give a membership report.
2. Give each quest a Prospective Member packet.
3. Handle the Attendance drawing. All members are eligible for the drawing. Drawing starts at \$10.00 and increases \$10.00 for each meeting when the winner of the drawing is not present.

New Members:

1. If someone wishes to join NICC via email or phone call and you cannot answer all their questions, get other officers involved. If at a meeting or event, provide a prospective member packet and have him/her fill out both the NICC and NCCC membership applications and collect the required dues. On a timely basis, give dues to the Treasurer.
2. Email copies of the NICC application to the President, Governor, Webmaster, and Editor. Also email a copy of the NCCC application to the Governor. The Governor will get a check from the Treasurer for NCCC dues.
3. Send a welcoming email.
4. Order name tags. When received, prepare new member packet and either mail to the new member(s) or deliver at the next meeting. A new member packet includes a welcome letter, name tags and lanyards, business cards, brochures for NICC and National Corvette Museum, and an NICC decal.
5. Take a picture of the new member(s) at the first opportunity and prepare a short article to be published with the picture in the next newsletter.
6. Email or text reminders of the next few meetings.

Renewals:

1. By August 31 each year send renewal applications and cover letter to all who were members as of July 1.
2. Renewals are due by October 15, or there is a \$10 late renewal fee.
3. Include an NICC application in both the Sept and Oct Vette Visions.

PARLIAMENTARIAN:

Parliamentarian will advise the President on parliamentary procedures in handling motions and voting, etc. at meetings according to Roberts Rules of Order.

He/She should know the NICC Constitution and Bylaws forwards and backwards. When called upon he/she should be able to give an immediate answer or at least know where to find the answer to a question.

Parliamentarian shall keep the Policy and Procedures Manuals up to date for each officer.

Constitution and Bylaws: Article IV, section 6, item 7, page 10:

The Parliamentarian shall be responsible for the Constitution and Bylaws and amendments thereto. He/She shall coordinate all motions to amend this Constitution and Bylaws. He/She shall also record all such motions. The existing Parliamentarian shall head the committee to review this Constitution annually.

WEBMASTER:

Duties:

Manage and update all areas of the NICC website.

Add all new and delete all old member email addresses from the internet provider.

Send out all email blasts to members.

Oversee all NICC email boxes. Monitor and respond to all emails coming into the NICC webmaster email box.

Maintain advertiser page and upgrade advertiser flash drive to be used at monthly Club meetings.

Also see Constitution and Bylaws, Article IV, section 6, item 13, page 11.

EDITOR:

Vette Visions Newsletter Editor is responsible for:

Soliciting membership for news articles.

Conducting research for articles to include in the newsletter.

Creating monthly column for the newsletter.

Ensuring member monthly columnists submit articles in a timely manner.

Announcing at club meetings due dates for articles to be published in the newsletter. Include any other pertinent information about the newsletter for member knowledge.

Reviewing and editing news articles as appropriate.

Preparing the President’s letter for publishing to the website. Transmit completed document to the webmaster.

Reviewing and editing draft of meeting minutes and publish in the newsletter.

Preparing approved minutes for publishing to the website. Transmit completed document to the webmaster.

Attending meetings of the NICC Board of Directors.

In addition, see Constitution and Bylaws, Article IV, section 6, item 9, page 10.

MEDIA DIRECTOR:

He/She is to monitor Facebook posts, answer inquiries and post event information to Facebook.

Constitution and Bylaws, Article IV, section 6, item 20, page 11:

To promote interest in the Club, Social Media will be actively coordinated by this position.

NATIONAL CORVETTE MUSEUM (NCM) DIRECTOR:

Constitution and Bylaws, Article IV, section 15, page 11:

The NCM Ambassador shall represent the NICC to the National Corvette Museum Council (NCM) and its staff. The Ambassador provides our Club a two-way communication link to the NCM. The representative/liaison receives the most current and correct information from the Museum, and conveys that information at our Club meetings and/or events.

The Ambassador promotes and solicits support for the Museum and other promotional activities. Additionally, the Ambassador communicates concerns, ideas and suggestions to the NCM.

SERGEANT AT ARMS:

Sergeant at Arms is responsible for preserving order at meetings. This means to keep talk to a minimum between Club members at all times, especially when reports are given and when members are recognized by the President. A simple "QUIET" every once in a while, when required, seems to get the point across to members.

During the meeting, when sign-up sheets are passed around, it is the responsibility of the Sergeant to be sure the sheets have gotten to everyone and returned to the originator.

Sergeant at Arms is responsible for organizing Club meeting Corvette parking.

At each monthly business meeting, the Sergeant at Arms collects badge fines from members who are not wearing their nametag. Currently (2019) the fine is \$1.00. If a new member does not have a badge yet no fine is due.

In addition, see Constitution and Bylaws, Article IV, section 6, item 8, page 10.

SOCIAL DIRECTOR:

It is the responsibility of the Social Director to be the friendly face in the crowd to new members and to encourage their participation in upcoming activities and events.

She/He is to seek out chairpersons for, and coordinate, all social activities that the club may decide they want to hold. Examples could include a picnic, Christmas party, progressive dinner, spring run, fall run, etc.

She/He is to go over upcoming social events and make sure people who sign up to chair events have flyers made up and send information to the website for posting. Also need to remind chair persons to obtain waivers and have them signed by the participants of the event or activity.

She/He will be in charge of the Club raffle held at the monthly membership meetings. This involves selling the raffle tickets and purchasing the prize items. Such items should be Corvette related at least 50% of the time. Cost of the items purchased that are not covered by ticket sales to be determined by the Board of Directors annually.

She/He will plan and organize (or create a committee) for the Winter Party held each year typically in January.

In addition, See Constitution and Bylaws, Article IV, section 6, item 10, page 10.

QUARTERMASTER:

As Quartermaster, you are responsible for storing and selling miscellaneous Club paraphernalia (NICC, Midwest Region, NCCC, etc.) and should have sample items available for ordering at each monthly business meeting, car show, and miscellaneous activities upon request.

Keep files on purchases for reference and reordering. When sales are made, money is to be turned over to the Treasurer for deposit.

An order blank for Quartermaster items available for purchase, should be put in the Club newsletter at least once a year. Ordering should also be available at each Club meeting.

From Constitution and Bylaws, Article IV, section 6, item 11, page 10:

The Quartermaster shall be responsible for Club merchandise. He/She shall coordinate with appropriate suppliers to ensure that Club members have access to items such as Club jackets, shirts, hats and other Club merchandise. He/She shall have further powers and duties as may be prescribed in the Constitution and Bylaws of the corporation.

SUNSHINE CHAIR:

Sunshine Chair will be responsible for sending cards or flowers suitable for the occasion for (a) new babies, (b) sympathy, (c) wedding, (d) get well. Amount for flowers not to exceed the amount set by the Board. (As of 2019 the amount is \$50.00)

He/she will notify the membership via Web Master of personal issues presented to him/her by a member who wishes the information be made public.

Constitution and Bylaws, Article IV, section 6, item 16, page 11.

ADVERTISING DIRECTOR:

The Advertising Director is responsible for obtaining advertising in the Vette Visions newsletter. The Board of Directors and general membership may make recommendations of companies they have had experience with. This may include automobile parts retailers, automobile repairers, restaurants, etc.

Advertising Director is responsible for obtaining a copy of the intended ad from advertiser and giving it to the Webmaster to be placed in the newsletter and on the website. Then I tell the advertiser to go to the NICC website to check out their ad. He/She must also keep the Webmaster informed of any changes of advertiser information such as non-renewal of an ad.

Advertising Director is responsible for keeping a list of advertisers, contact names, addresses, ad cost and ad expiration date.

Advertisers are to be notified at the beginning of the month (giving them about 30 days notice) that their ad will be expiring and it is time to renew. Include new advertising sign-up form with the notification. He/She may have to contact the renewal advertisers more than once.

PUBLIC RELATIONS DIRECTOR:

The Public Relations Director shall be responsible for assisting the President in securing major sponsorship for the Club as well as organizing the Club's car shows.

Organizing the Club car shows includes finding a location, advertising, trophy purchase and ballot counting.

At each monthly Club meeting be prepared to give a brief report regarding previous and/or future car show activities that our Club is in involved with.

In addition see Constitution and Bylaws Article IV, section 6, item 12, page 10.

CHARITY CHAIRPERSON:

As needed, the President shall appoint an annual Charity Chairperson.

The Charity Chairperson shall work in conjunction with the Board of Directors to determine if any club monies can be made available for distribution to charities.

The President will ask for volunteers to work on the Charity Committee, of which the Charity Chairperson oversees.

The Charity Chairperson will request charitable organization names from the membership to determine where funds should be distributed. The committee is responsible for seeking information on these organizations and determining the distribution amount for each organization. This information is then presented to the membership for approval each November, at the monthly meeting, by the Charity Chairperson.

The Charity Chairperson is responsible for obtaining checks, made payable to each charity, from the treasurer and distributing them to the charities. If possible, hand deliver the donations to the various charities. Charity checks are usually distributed, the first or second week of December. Perhaps invite a representative of a charity to attend a Club meeting to tell members about their organization.

The Charity Chairperson shall be responsible for sending an article to the editor of the Vette Visions newsletter and information to the webmaster explaining what has transpired regarding the donations including thank you letters, presentation pictures, etc.

In addition, see Constitution and Bylaws, Article IV, section 6, item 19, page 11.

PARADE DIRECTOR;

The Parade Director shall be responsible for seeking out parade events, in the NICC region, as determined by the Clubs interest. The Board of Directors shall approve or disapprove each parade event. The Parade Director shall assume the parade event responsibilities including parade schedule, registration, maps, parade route and details. If the Parade Director is not available, they may request other Club members to chair the parade event.

Duties:

Make sure that proper registration is performed prior to the event. The parade schedule should be presented at the Club meetings.

Designate a meeting place and time so the Club may caravan to the parade site. Wavers, as provided by the Governor, are to be signed by each participant including adults and minors. Provide the participants the parade rules and any restrictions that apply. Remind drivers that all cars are to be in 1st gear during the parade. Provide NICC emblems to put on the Corvettes.

Most parades allow candy to be distributed to parade spectators. Instruct the participants how to hand or toss candy from their Corvette. Candy tossed shall not be close to the vehicles. Watch out for children that may dart out into the street retrieving candy!

Collect all NICC emblems after the parade. Plan and lead a caravan to a restaurant, diner, ice cream shop, etc. that supports NICC.

Mail a thank you card that expresses our gratitude for participating in the community parade.

Constitution and Bylaws, Article IV, sections 6, item 14, page 11.