

*Delaware Valley Classic
MG Chapter*



Club Position Descriptions

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DVCMG Committee Chairman Descriptions

DOCUMENT DESCRIPTION

Purpose of Document

This document is intended to describe the duties, responsibilities, and expectations of the individuals and committees providing services to the DVC. The positions include officers, board members, and chairmen of club committees.

The document is to be used as a guide to assure that the persons filling the roles fully understand the expectations of their respective positions. Chairmen are not expected to perform all of the duties of a position alone. They are encouraged to find volunteers to assist them so that the tasks and duties can easily be fulfilled.

This document is intended as an extension of any Bylaws and/or guidances that the DVC may create. In cases of discrepancy between this document and the Bylaws/Guidances, the Bylaws/Guidances will prevail. In all cases of discrepancy between this document or the Bylaws/Guidances, and any signed agreement with an individual, the agreement will prevail during the time that it is in force. Federal, state, and local laws will prevail in all cases.

Note: For the sake of comprehension and clarity the use of personal nouns and pronouns in this document apply in both their male and female forms.

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BOARD OF DIRECTORS

Board Composition

- Board is comprised of the following:
 - Chairman
 - Treasurer
 - Secretary (Non-voting)
 - Directors
 - Events Chair
 - Membership Chair
 - Communications Chair
- A quorum for the sake of voting will consist of a simple majority of the current number of officers and directors. Meetings without a quorum of officers may be held for discussion purposes, but any votes taken will be non-binding.

Position Overview

- The Board of Directors is the governing body of the DVC.
- The Board of Directors determines the direction of the DVC.
- The Board members serve as chairs and liaisons to the various club committees.
- The Board members shall serve as a conduit to the general membership.
- Board members (with the exception of the Secretary) will have full voting rights, however, members must abstain from voting in any matter that will have personal financial benefit to the individual
- Board members must abstain from voting in any matter that could result in personal financial benefit

Term of Office

- Board officers shall serve a term of two years and may extend their service thereafter on a year to year basis.
- Board Directors shall serve a term of two years and may extend their service thereafter on a year to year basis.
- Officers and Directors year of service coincides with the DVC's anniversary year. Position turn over will take place during the club anniversary party each March.
- Election of officers shall be held during the annual membership meeting. Election will be based on a majority of votes of those present at the meeting. In the event of an officer running unopposed, the individual running will be appointed to the position without need of a vote.

Vacant Seats

- In the event that a seat becomes vacant, the board will seek and appoint an individual to fill said seat until the next annual membership meeting at which point an election will be held.
- In the interim period between the seat being vacated and the new appointee filling the position, the board will appoint one or more Board members to perform the duties of the position in addition to their own duties. At no time will this result in a Board member having two votes.

Requirements

Requirements to be a DVC Board member include:

- Member in good standing
- Strong communication skills – verbal and written
- Ability to work cooperatively with the Board, membership, public, and other organizations

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- Two members of the same household may not simultaneously serve on the board. They may, however, share a single chair's responsibility and will have only one vote.
- May not hold two board seats simultaneously unless temporarily filling a vacant seat during a search for the seat's successor.

Duties and Responsibilities

A DVC Board member is responsible for, but not limited to, the following duties:

- Long range planning
- Spokesperson for the DVC
- Determination of club policies
- Foster relationships with other clubs and organizations
- Foster relationships with the MG registers
- Provide regular updates on activities of their committee(s)

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DVC CHAIRMAN

Position Overview

- The Chairman is the presiding member of the DVC.
- The Chairman presides over all meetings of the board and membership.
- The Chairman shall see that the policies, resolutions, and decisions of the club are carried into effect.
- The Chairman shall keep the membership informed of matters deemed necessary by the Board or Officers.
- The Chairman is a voting member of the board, but will withhold voting for use only in breaking ties.
- The Chairman shall perform all other acts properly belonging to the office.
- TERM: 2 years

Requirements

The Chairman should possess the following attributes:

- Member in good standing
- Demonstrated leadership
- Strong, supportive, and empowering leadership and management style
- Strong communication skills – verbal and written
- Strong time management skills
- Ability to work cooperatively with the Board, membership, public, and other organizations

Duties and Responsibilities

The Chairman is responsible for, but not limited to, the following duties:

- Long range planning
- Official spokesperson for the DVC
- Final authority in all matters
- Foster relationships with other clubs and organizations
- Preside over General Membership and regular Board meetings
- Provide regular updates on Board activities
- Ensure proper business practices are carried out
- Responsible to assure officer, board, and committee tasks are completed in a timely manner

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TREASURER

Position Overview

- The Treasurer handles all financial matters of the DVC.
- The Treasurer will have full voting rights.
- The Treasurer shall perform all other acts properly belonging to the office.

Requirements

The Treasurer should possess the following attributes:

- Member in good standing
- Strong communication skills – verbal and written
- Strong time management skills
- Ability to work cooperatively with the Board, membership, public, and other organizations

Duties and Responsibilities

The Treasurer is responsible for, but not limited to, the following duties:

- Long range planning
- Notify Membership of new and updated members
- Enter checks with names into data base for annual dues
- Reimburse for expenses for any DVC event (not to exceed \$175, except P3 party is \$250 unless approved by the Events Chair)
- Deposit all checks for various functions and annual dues
- Maintain and balance all financial accounts
- Retain all records per standard practices and policies
- Participate in any required or requested audits
- Compile report for Annual Meeting
- Close out books on December 31st

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SECRETARY

Position Overview

- The Secretary takes all meeting minutes and maintains historical records.
- The Secretary will have no voting rights.
- The Secretary shall perform all other acts properly belonging to the office.

Requirements

The Secretary should possess the following attributes:

- Member in good standing
- Strong communication skills – verbal and written
- Strong time management skills
- Ability to work cooperatively with the Board, membership, public, and other organizations

Duties and Responsibilities

The Secretary is responsible for, but not limited to, the following duties:

- Taking minutes at all meetings and distributing said minutes with the assistance of the Communication Chair
- Assist all Board members with administrative needs
- Send letters and notifications on behalf of the club as requested by the Board and Chairs

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EVENTS CHAIR

Position Overview

- The Events Chair determines the events to be held by the club.
- The Chair shall perform all other acts properly belonging to the office.

Requirements

The Events Chair should possess the following attributes:

- Member in good standing
- Strong communication skills – verbal and written
- Strong time management skills
- Ability to work cooperatively with the Board, membership, public, and other organizations

Duties and Responsibilities

The Events Chair is responsible for, but not limited to, the following duties:

- Determine events to be held and obtain hosts
- Coordinate inter-club, register, and similar events
- Assist hosts in understanding their responsibilities
- Gather, proof, and submit flyers for posting (no later than two months prior to the event)
- Remind members of upcoming events
- Notify members of all event changes
- Assist hosts as needed
- Thank hosts for holding events
- Assure that event stories and photos are promptly submitted to the Communications Chair for publication (no later than three weeks after the event)
- Foster relationships with other clubs and organizations

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CAR SHOW CHAIR – Reports to Events Chair

Position Overview

- The Car Show Chair reports to the Events Chair.
- The Car Show Chair is responsible for planning and execution of the annual car show.
- The Chair shall perform all other acts properly belonging to the office.

Requirements

The Car Show Chair should possess the following attributes:

- Member in good standing
- Strong verbal and written communication skills
- Strong organizational skills
- Project management and risk determination experience
- Ability to work proactively, reliably, and independently

Duties and Responsibilities

The duties of the Car Show Chair shall consist of, but not be limited to:

- Obtain a venue for the show with all permits waivers, and insurances needed
- Obtain all materials needed to hold the show (flies, signage, tables, etc.)
- Determine car classifications and award criteria
- Obtain all award materials
- Organize show field staff
- Maintain participant information
- Advertising of the show and past participant notifications with assistance from the Communications Chair

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EDITOR – Reports to Events Chair

Position Overview

- The Editor reports to the Events Chair
- The Editor is responsible for obtaining all stories and photographs of club events for publication
- The Editor shall perform all other acts properly belonging to the office.

Requirements

The T-talk Editor should possess the following attributes:

- Member in good standing
- Strong communication skills – verbal and written
- Strong time management skills
- Ability to work cooperatively with the Board, membership, public, and other organizations

Duties and Responsibilities

The T-talk Editor is responsible for, but not limited to, the following duties:

- Obtain additional writers and staff to assure completion of the Editor's duties
- Assuring articles are written for all events
- Sorting of all photos submitted and sorted (public vs member) for events
- Creation of additional articles (newly acquired cars, special member moments, articles of interest)
- Finding and submission of articles of interest
- Gather articles and items of interest from the MG Register Liaisons
- Creation and distribution of all articles to the membership

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COMMUNICATIONS CHAIR

Position Overview

- The Communications Chair shall be responsible for the management of all electronic and digital technology-based aspects of the DVC.
- The Communications Chair will assist all Board members with electronic communications and technology needs.
- The Communications Chair will maintain the website.
- The Chair shall perform all other acts properly belonging to the office.

Requirements

The Communications Chair should possess the following attributes:

- Member in good standing
- Experience in the maintenance of web based systems (e.g. WordPress websites, social media, third party systems)
- Experience in maintaining electronic file systems
- Experience in scanning documents and photos, and recording audio
- Experience in manipulating audio, graphic, text, and data files
- Experience in Microsoft Office suite
- Strong verbal and written communication skills
- Strong organizational skills
- Project management and risk determination experience
- Ability to work proactively, reliably, and independently

Duties and Responsibilities

The duties of the Communications Chair shall consist of, but not be limited to:

- Maintain the DVC website and email accounts (individual and group)
- Maintain all social media accounts (e.g. Facebook, Twitter, Instagram)
- Maintain all web based sales accounts (e.g. Logosoftwear)
- Maintain all other web based accounts (e.g. Dropbox, Google Group)
- Post articles, photos, and listings as provided by other committee chairs and register liaisons
- Assist committee chairs with technology based needs (e.g. file sharing and retention, advanced application usage)
- Main resource for technology based recommendations
- Assist with all technology based issues regarding DVC business
- Assist members with club related technology issues

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MEMBERSHIP CHAIR

Position Overview

- The Membership Chair maintains the membership rolls.
- The Membership Chair seeks new members.
- The Membership Chair shall perform all other acts properly belonging to the office.

Requirements

The Membership Chair should possess the following attributes:

- Member in good standing
- Strong database skills
- Strong communication skills – verbal and written
- Strong time management skills
- Ability to work cooperatively with the Board, membership, public, and other organizations

Duties and Responsibilities

The Membership Chair is responsible for, but not limited to, the following duties:

- Maintain the membership records (Contact information; Membership years)
- Maintain the member classic car records (Make, Model, Year, Color)
- Maintaining of gratis individuals
- Maintaining an updated listing of current sponsors and patrons
- Publish membership and car rolls on the web (assist by Communications Chair)
- Provide mailing labels as required by the Board and staff
- Notify membership of upcoming dues payments
- Follow up with members who have not renewed annual dues within a reasonable time period
- Appoint and work with Register Liaisons to serve as the club's bidirectional conduit to NEMGTR, NAMGAR, and NAMGBR.
- Obtaining new sponsors and patrons
- Conduct annual review of sponsors, patrons, and gratis individuals
- Welcome new members and help maintain current members
- Reach out to inactive members to renew and find reason for leaving
- Seek new members
- Act as a liaison to other clubs
- Reaches out to members during times of great joy or sorrow (Hospitality)