

Northern Neck Corvette Club

Executive Board Roles & Responsibilities

President

- Represent NNCC or designate representatives as needed for committees, groups, etc.
- Review and approve Treasurer financial reports and data.
- Oversee all event / coordinator positions.
- Make decisions on the everyday operations of the NNCC.
- Assist coordinators when necessary to accomplish goals.
- Be a leader in developing and attaining club wide goals.

Vice President

- Assist President in all areas of club operations.
- Be prepared to step in and run operations in President's absence.
- Remain up to date on club activities, meetings, decisions, etc.

Secretary

- Keep records of individual and family memberships including information such as name, address, email, phone, etc.
- Update membership records as needed and forward moneys to Treasurer or President
- Attend Executive Board and Membership meetings. Document and publish all meeting minutes.
- Maintain sign in sheets and name badges during membership meetings.
- Assist President with Event communications to Membership.
- Distribute and process new member applications.

Treasurer

- Keep detailed records of club's income and debts.
- Control club's funds / checkbook.
- Reimburse club members for personal money spent on approved club items.
- Pay incoming bills for needed items or services.

Public Relations

- Develop list and contact potential sponsors for each season.
- Organize incoming sponsorship items for events.
- Remain in contact with active sponsors for exchange of information.
- Assist Event Leaders with items and prizes.
- Responsible for distribution of prizes and give aways at all events.
- Develop and maintain connections with local media to promote events.

Web Master

- Maintain and develop <http://www.northernneckcorvetteclub.com/>
- Keep site up to date with pertinent club information.
- Negotiate with hosting company in events of outages or problems.

Member At Large

- Serves the board's strategic needs as determined by the president at any given time.
- Members-at-large may have various responsibilities and projects – short or long-term

Sgt. At Arms

- Check on room arrangements for meetings.
- See that club flags and banners are properly displayed.
- Ask members to stand and lead the pledge of allegiance to the flag.
- Keep order and politely manage members who insist on talking during the meeting.

Liaison Member

- Maintains communication between different car clubs with common interests.
- A non voting position that is strictly advisory in nature.
- Usually an Executive Board Member of another car club other than the NNCC.