

PROCEDURES FOR CLUB OFFICERS

The purpose of these guidelines is to provide an overview of responsibilities of the Officers of the GMC Western States (also referred to as the Club)

Officers are elected annually and consist of positions that are responsible for overseeing the operations of the Club. Officers are elected to serve a term of one year and in accordance with guidelines from FMCA/FRVA.

THE ELECTED POSITIONS INCLUDE:

**President
First Vice President
Second Vice President
Secretary
Treasurer**

NON-ELECTED POSITIONS INCLUDE:

**Newsletter Editor/Publisher
Photographer
Newsletter Reporter
FMCA National Director
FMCA Alternate National Director
New Member Ambassador**

Non-elected positions serve an indefinite term and have no vote at Board Officer's meetings. The responsibilities of the officers are as follows.

PRESIDENT

The President is responsible for:

1. Presiding over Club meetings in an orderly manner. He or she may appoint a Parliamentarian to ensure that meetings are conducted in accordance with “Roberts Rules of Order, Newly Revised”.
2. Ensuring that all duties and responsibilities of all Officers of the Club are performed in a timely manner in accordance with FMCA/FRVA’s requirements.
3. Promoting membership growth of the Club and working with a membership committee if one is established.
4. Ensuring that all necessary committees are duly elected and/or appointed.
5. Annually appointing a nominating committee to develop a slate of officers for the next Club year.

Note: The Committee is responsible for initially canvassing the current Officers and then the general membership to ascertain members interested in becoming an Officer. Generally, this Committee includes a past Club President along with two club members that may volunteer or can be appointed by the President. The proposed Slate of Officers is presented to the general membership present at the last rally of the Club year. Nominations are also accepted from the floor.

6. Appointing a National and Alternate FMCA Director.
7. Annually, requesting FMCA to provide gifts to the Club to be used as giveaway items to members at a Club rally. **Please note: The annual gift option has been suspended for 2009 and 2010.**
8. Providing rally registration form to Treasurer prior to rally. Presidents Registration fee will be paid by the Treasurer from the Club’s general fund. Treasurer will also reimburse for other nominal Club related expenses such as telephone calls, supplies, copying, etc.
9. Signing checks in absence of the Treasurer.
10. Ensure compliance with California IRB Non-Profit Business Enterprise Rules and Regulations.
11. Review rally master expense plan prior to publication in Newsletter or appoint a designee, generally the Vice President.
12. Review final rally Income and Expense Report in event of fund overage or shortage.

FIRST VICE PRESIDENT

The First Vice President is responsible for:

1. Assisting the President and serving as presiding Officer in the absence of the President from any duly called meeting.
2. Performing all duties of the President should a vacancy occur in said office or in the absence of the President.
3. Encouraging members to serve as rally master and developing a schedule of rallies.
4. Presenting a schedule of rallies at general membership meetings and ensuring that the schedule is provided to the Newsletter Editor in a timely manner, i.e. meeting Newsletter deadlines. (Generally two months prior the publication date.)
5. Reviewing each rally's registration form for completeness and submit to Newsletter for publishing. May also mail and/or e-mail rally registration forms if they are not included in the Newsletter. Review Rally Master final Income and Expense Report.
6. Updating Rally Master Guidelines, annually or as appropriate.

SECOND VICE PRESIDENT

(IF NONE ELECTED THESE DUTIES GO TO FIRST VICE PRESIDENT)

1. Performing all duties of the President and/or First Vice President should a vacancy occur or in the absence of the Officer in either position.
2. Serving as liaison to new members and first timers to a rally. Ensures that these members are provided with a name badge, if the New Member Ambassador is not present.
3. Write article welcoming new members and providing other member information in Club Newsletter.
4. Collecting monetary penalty from Club members that are not wearing their name badge during rally activities. Funds collected are promptly forwarded to the Club Treasurer along with a list of members that paid the penalty.
5. Sending membership package to new members. Package may consist of a cover letter, latest Newsletter and copy of By-laws.
6. Review rally master final Income and Expense sheet.

SECRETARY

The Secretary is responsible for:

1. Taking and transcribing minutes of the Club's Membership Meetings.
2. Reading minutes of previous Membership Meeting.
3. Updating the By-laws and Policy and Procedures Manuals as new items are approved by the Club membership.
4. Preparing correspondence on behalf of the Club, as requested.
5. Membership Dues
 - a. Sending out membership dues renewal notices in August/September. Also sending out second request to members that are late in remitting dues.
 - b. Receiving membership dues and maintaining an accurate record of dues paid by members.
 - c. Reviewing membership applications to ensure that all required information has been provided such as FMCA number, GMC TZE number, etc. Potential members may be provided with an FMCA application. A copy of the membership application is provided to the Treasurer, Second Vice President and Newsletter Editor.
 - d. Receive copies of deposit tickets and deposited checks from Treasurer to verify with Secretary records.
6. Maintaining a copy of the Club Roster. Each member in the Club must keep current on FMCA dues. If notified by FMCA of a member's delinquency, the Secretary shall send a letter to the member to bring dues current.
7. Maintaining an inventory of Club flags and license plate holders. All items are \$5.00 per set.

Examples of correspondence including Member Delinquency letter are included in this Policy and Procedure Manual.

TREASURER

The Treasurer is responsible for:

1. Maintaining all financial transactions for the Club including:
 - a) Receiving club membership dues from the Secretary and maintaining an accurate record of dues paid by members.
 - b) Sending copies of deposit ticket and deposited checks to the Secretary so deposit can be matched with Secretary's records.
 - c) Making bank deposits, reconciling monthly bank statements and obtaining Club President's signature for bank card, as required.
 - d) Providing a written treasurer report monthly to Club President and to Club members present at each business meeting held.
 - e) Providing bank with Internal Revenue non-profit number.
 - f) Reimburse Officers for expenditures made on behalf of the Club such as copying, postage, telephone calls etc.

2. Providing advance rally funds if required by Rally Master. At end of rally, the Rally Master will provide the Treasurer with a completed Income and Expense Statement that will also be provided to the First Vice President for review. Rally financial overruns are to be presented to the Board of Officers for review and possible approval for whole or partial reimbursement of overage to Rally Master.

3. Paying rally fee for Club President. President is responsible for paying for any optional rally activities

4. Preparing annual statement of Income and Expenses for the Club year. This statement should reconcile with the bank statement as of October 1st.

5. Ordering name badges for new members.

6. Providing FMCA with non-profit information status. Annually, FMCA inquires as to whether the Club has earned more than \$25,000.00. Generally the answer is no and the correspondence is signed, dated and returned to FMCA. Maintain a copy for the File.

7. Compiling all tax forms and submitting same to Internal Revenue Service and Franchise Tax Board, as required.

Examples of former Treasurer forms are included in this Policy & Procedure Manual.

FMCA NATIONAL AND FMCA ALTERNATE DIRECTOR

These two positions are appointed annually by the President and do not have a term limit. If either appointee is unable to serve, the Club must elect a replacement. The replacement cannot be assigned or appointed. The Director is responsible for:

1. Serving on the Governing Board of FMCA. The Alternate Director serves whenever the Director is unable to serve.
2. Reporting FMCA activities to the Club membership and serving as liaison between the Club and FMCA.

NEW MEMBER AMBASSADOR

This position does not have a term limit. The Ambassador shall:

1. Promoting new membership in the Club.
2. Welcome new members at the first rally they attend and introduce them to other members. Provide them with a temporary name badge if needed. Introduce new members at Business Meeting and invite them to share their interests, travels, etc.

NEWSLETTER EDITOR

The Newsletter Editor is responsible for:

1. Gathering and/or writing newsworthy items for the newsletter and editing information submitted for publication.
2. Preparing mailing labels.
3. Publish and distribute newsletter to membership and other GMC Motor Home clubs.
4. Developing an annual schedule for obtaining input and publishing the newsletter. Provide schedule to appropriate contributors and allow adequate time for deadlines.

RALLY REPORTER

The Reporter is a member attending a rally who may be asked by the Club President to write an article about the rally describing activities and who attended and submit same to the Newsletter editor prior to newsletter deadline.

PHOTOGRAPHER

The Photographer is a member attending a rally who may be asked by the Club President to photograph activities at the rally and provide prints or computer uploads to the Newsletter Editor prior to the newsletter deadline.