

Buick Club of the Redwoods
Job descriptions for Officers – Revised 2015

Director

Presides at chapter meetings and represents the chapter at official BCA functions. Appoints advisors, committees and in the event that a required officer is absent or unable to perform their duties, appoints a temporary officer to serve as a replacement. Responsible for directing membership recruitment for the chapter. May provide, at his/her discretion, a “Director’s Message” or other communications to the newsletter editor to be distributed to the members via the newsletter.

Assistant Director

Serves as chapter director in case of the director's absence at a meeting or other chapter function and picks up any overflow of the chapter's business that the director may need help with.

In charge of the raffle at the chapter meeting. Purchases a supply of raffle tickets when necessary (club reimburses)*, sells tickets before each meeting and conducts the raffle.

*tickets can be purchased inexpensively at Office Depot, Office Max and Big 4 Rents.

Treasurer/Store Keeper/Membership

Responsible for having charge of and keeping an account of all funds received and expended. Presents a monthly report to the membership. Accepts and deposits all chapter funds in the chapter account(s) and reconciles the account statements. Pays all bills in a timely manner that are duly authorized by the officers. Keeps records of expenses and accompanying receipts. Maintains records of all types of income and all pertinent information such as source of income, renewal due dates, ad sizes, etc. Performs such other duties and possesses such other powers as usually pertain to the office of treasurer or as may be directed by the officers. Dues, initiation fees and applications will be turned in to the treasurer.

Secretary

Responsible for recording minutes of each meeting. The secretary should keep a published copy of all minutes. An additional copy is to be provided to the newsletter editor for distribution to the members only via the newsletter.

Responsible for all routine correspondence, the annual report and updating the Chapter Bylaws.

Responsible for originating and distributing business cards, name badges and letterhead. Responsible for keeping an updated membership roster.

Newsletter Editor

Responsible for producing and distributing the chapter’s monthly newsletter in a timely manner to the chapter members, advertisers, sponsors and other designated clubs.

Responsible for insertion of the minutes from the chapter’s monthly meetings into the newsletter.

Responsible for originating, updating, and distributing a list of automotive and other events of interest in which member’s may wish to participate.

Website Webmaster/Photographer

Responsible for maintaining the chapter's website. The website consists of photos and souvenirs from club runs, shows, public service events and corporate sponsor events. It also should have a photo of each member's vehicle(s). To facilitate this, the webmaster will request new members to provide a photo of their vehicle(s) and club participants to donate photos and memorabilia from events.

Assistant Treasurer and/or Assistant Secretary

If these offices are filled, these officers shall act in the absence of or by the direction of the treasurer or secretary, as the case may be, and shall perform such other duties as may be assigned by the director.