

VOLUNTEER LEADERSHIP POSITION DESCRIPTIONS

(AS OF 10/13/21)

Scope: Although this document attempts to bring definition to position functions within our Club, the spirit of volunteerism and our tradition of mutual support should continue to prevail. Crossing position functional lines of responsibility to support a fellow member is a hallmark of our Club and should continue to be an on-going practice with the supported individuals' grateful approval and full knowledge.

President

The President is the Chief Executive Officer of the Club, presides over the Executive Board and serves a one-year term elected by the Club membership at the Annual Business Meeting. The President shall typically perform the duties listed below and such other Club duties as are necessarily incident of the office. The President shall:

Serve as a voting member of the Executive Board and attend all Board business meetings. As the presiding officer and chairperson of the meeting, the President shall only vote to break a tie.

Serves as a member of Region 3 Executive Board

Assure Club compliance to the Constitution and Bylaws.

Coordinate the current years Club rallies in concert with the Rally Committee.

Prepare Board meeting agendas in concert with the Secretary and other Board members. Reviews the meeting agenda with meeting attendees and presides at all Executive Board meetings. Assures each motion is properly explained and promotes open discussion before it is voted upon.

Approve and serve as an ex-officio member of all committees excepting the Nominating Committee.

May appoint a Club Parliamentarian to advise Board members of proper parliamentary procedures during Club business meetings.

Attend or assure a representative attend to represent the Club on behalf of the President at the Annual Region 3 Rally and International Rally.

Conduct the Annual Business Meeting not later than the end of October.

Shall sign all legally binding documents.

As the incoming president and prior to the beginning of their term of office, prepare the Clubs annual budget in concert with the Treasurer and obtain Board approval during their first month of office.

First Vice President

The First Vice President is an officer of the Club and serves a one-year term elected by the Club

membership at the annual meeting. The First Vice President is responsible for assisting the President as required and performing the duties of the President in their absence. The First Vice President shall:

Serve as a voting member of the Executive Board and attend all Board business meetings.

Chair the Rally/Caravan Committee having responsibility for coordinating and obtaining Executive Board approval of the Club's rally/caravan schedule for the coming year.

Select the Audit Committee Chairperson and obtain approval of the Executive Board.

Chair the Nominating Committee having responsibility for the coordination and nomination of the Club's Executive Board for the coming year. Selects a member-at-large to serve on the Nominating Committee

In general, perform all duties incident to the office of the First Vice President and such other duties as from time to time may be assigned to them by the President.

Second Vice President

The Second Vice President is an officer of the Club and serves a one-year term elected by the Club membership at the annual meeting. The Second Vice President is responsible for assisting the President and 1st Vice President as required and performing the duties of the 1st Vice President in their absence. The Second Vice President shall:

Serve as a voting member of the Executive Board and attend all Board business meetings.

Chair the Badge Committee having responsibility to assure proper Club badge management and that active Club members receive a Club badge.

Serve as a member of the Nominating Committee having responsibility for the coordination and nomination of the Club's Club Executive Board for the coming year.

In general, perform all duties incident to the office of the Second Vice President and such other duties as from time to time may be assigned to them by the President.

Treasurer

The Treasurer is the Chief Financial Officer of the Club and serves a one-year term elected by the Club membership at the annual meeting and may hold office for consecutive years. The Treasurer shall:

Serve as a voting member of the Executive Board and attend all Board business meetings.

Maintain the financial records of the Club and receive all monies as prescribed in International Policy, 16.6.1, Financial Management, Items K - M and Policy, 16.6.2, Financial Data Guidelines and promptly deposit them in financial institution approved by the Executive Board.

Prepare and sign all checks or vouchers assuring they are consistent and within the limits of approved expenditures. Expenditures of over 20% of any line item in the budget must be approved by the Executive Board.

Present and submit a written financial report of the Club's financial status at the annual meeting and provide comprehensive quarterly budget performance and balance statements to the Executive Board.

Prepare or coordinate the professional preparation of the Club's federal and state (if needed) tax returns and assure their submission in an accurate and timely manner.

Process Club rally fees and report to rally hosts the paid status of rally attendees.

Records the dues paid by new members and member renewals provided by WBCCI.

Assist the incoming President and First Vice President in preparing the Club's annual budget for the coming year.

Assure transparency of all financial transactions and provide ready access to all financial records to support the Audit Committee for the annual audit or any additional audit directed by the President.

Deliver all financial records, monies and property of the Club promptly to the incoming Treasurer before expiration of term of office.

Secretary

The Secretary is an officer of the Club and serves a one-year term elected by the Club membership at the annual meeting and may hold office for consecutive years. The Secretary is responsible for the support and recording of Executive Board meetings and administrative records. The Secretary shall:

Serve as a voting member of the Executive Board and attend all Board business meetings.

Assists the President to prepare Executive Board business meeting agendas. Notifies, distributes the agenda and coordinates member method of attendance for all Board business meetings.

Determine whether or not enough members (a quorum) are present to conduct a business meeting.

Prepare meeting minutes and distribute to the Executive Board with in 15 days of the meeting for their approval.

Provide information from previous Executive Board minutes and read the minutes as needed at Board meetings.

Manage and coordinate Executive Board voting and record and report the results.

Maintain the Club's administrative document archive.

Obtain the current Club regular and affiliate member roster from International and distribute to the Executive Board, Webmaster and Communications Editor monthly.

Trustee

A Trustee serves a two-year term elected by the Club membership at the annual meeting. A Trustee may simultaneously hold other positions in the Club. Trustees are primarily responsible for overseeing and recommending improvements to the general function of the Club and may serve in additional duties as assigned by the President. No Trustee shall serve more than one two-year term consecutively. A Trustee shall:

Serve as a voting member of the Executive Board and attend all Board business meetings.

Investigate and assess all grievances or complaints made by members and others according to Article V of the WBCCI Bylaws and make recommendations to the Executive Board.

When assigned, serve as a member of the Badge Committee ensuring proper Club badge management and that active regular Club members receive a Club badge.

When assigned, serve as a member of the Audit Committee having responsibility for conducting the annual financial audit of the Club or as otherwise required by the President.

May be assigned by the President to temporarily perform the duties of another Executive Board member in their absence or other appropriate club functions.

The Trustee may be tasked by the President to assist in the office functions of the Secretary.

Past President

The Past President is a member of the Executive Board, serves a one-year term and functions in an advisory role for the Club President and Executive Board. The Past President shall:

Serve as a voting member of the Executive Board and attend all Board business meetings.

Provide guidance to the President and Executive Board members assuring continuity of Club functions.

Serve as a member of the Nominating Committee having responsibility for the coordination and nomination of the Club's Executive Board for the coming year.

Parliamentarian

The Parliamentarian serves a one-year term appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Parliamentarian is

responsible for assuring that the Club follows appropriate rules of order during Club business meetings. The Parliamentarian shall:

Stay knowledgeable of parliamentary law, methods and processes to advise the President and Board members on appropriate business meeting conduct.

Support the President to assure that Club business meetings are run in an orderly manner and that meeting members have a fair and equitable chance to be heard.

Assure that items requiring member approval are clearly described and motions for approval are conducted in compliance with the rules of order.

Notify the President of any changes to the WBCCI Constitution and/or Bylaws that may require revision of related Club documents. Provide any needed support to the President for the revision of the Club's Constitution and Bylaws.

Club Historian

The Club Historian is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Historian maintains records serves as the reference source of Club significant historical events. The Club Historian shall:

Research and track significant Club events having historical significance.

Gather, maintain and store Club items and records having significant historical value.

Report during the Club annual meeting on relevant past events of general interest providing a long-term view and perspective of Club operations.

Foster a sense of belonging for Club members to an organization having a history of fellowship, charitable and community service.

Serve as a reference source for Club members, Region and WBCCI on Club historical facts.

Webmaster

The Webmaster is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Webmaster is responsible for managing and maintaining the Club website. The Webmaster shall:

Manage the Club website consistent with the WBCCI and the Executive Board guidelines and coordinates with the WBCCI and Region Webmaster's as needed.

Provide input to the President for the Club's annual budget to assure proper funding of the Club web site.

Coordinate with the Secretary to maintain a website listing of Club members. The Webmaster shall limit member personal information to assure the website only contains member names, WBCCI number, city, state and zip code.

Manage the website rally sign-up process and rally rosters.

Coordinate with the Newsletter Editor and posts Club newsletters on the website.

Serve as a member of the Communications Committee.

Newsletter Editor

The Newsletter Editor is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Newsletter Editor is responsible for managing and publishing the club newsletter. The Newsletter Editor shall:

Chair the newsletter committee and select committee members.

Provide input to the President for the Club's annual budget to assure proper funding of the newsletter.

Establish and notify Club members of the newsletter publication dates and content submission deadlines.

Gather, approve and edit as needed newsletter content in compliance with club and WBCCI standards while safeguarding member personal information.

Assemble and obtain approval of the proposed newsletter from the President.

Serve as a member of the Communications Committee.

Coordinates Club membership with the Secretary to distribute the newsletter consistent with the policies of the Executive Board. Additionally, coordinate with the Webmaster to post the newsletter on the Club website, send an electronic copy to the Blue Beret Editor, and Region 3 President.

Communications Editor

The Communications Editor is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Communications Editor is responsible for managing electronic communications to the Club membership. The Communications Editor shall:

Identify and implement software solutions for sending group electronic messages.

Use the Club membership roster to establish a communications messaging address database.

Distribute the electronic version of the Club newsletter to current Club and affiliate members.

Draft and send advance notice of approved Club rallies to current Club and affiliate members at the request of the Rally Host.

Manage and educate users on the Club rapid text message notification system providing a method for rally hosts to quickly communicate with rally members.

Serve as a member of the Communications Committee.

Social Media Editor

The Social Media Editor is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Social Media Editor is the manager of the Club's member-only-site on social media platform(s). The Social Media Editor shall:

Identify appropriate social media platforms and implement and manage the Club's member-only site.

Assure social media platform safeguards are in place to limit the posting of site content to club members only.

Oversee site content to assure is presented in an appropriate manner consistent with WBCCI and Club Executive Board policies.

Serve as a member of the Communications Committee.

SECTION 9. COMMITTEES

Communications Committee

The committee consists of the Newsletter Editor, Webmaster, Communications Editor, and Social Media Editor. The chairperson is selected by the committee members with approval of the President and may hold office for consecutive years. The chairperson coordinates Club media information between the Club's various information outlets to include the newsletter, website, social media and official email/text message communications. The Communications Committee Chairperson shall:

Coordinate official Club communications to assure consistent and accurate information is communicated to the Club membership via the various Club communications channels.

Advise the President and Executive Board on all aspects of Club communication methods and platforms.

Develop and obtain Executive Board approval of any needed Club communications policies.

Assure that the Club follows applicable Region and WBCCI communications guidelines and policies.

Forward material to Headquarters for publishing in the Blue Beret and Directory with respect to the Club's activities schedule.

Audit Committee

The Audit Committee Chairperson is selected by the First Vice President with approval of the

Executive Board and serves a one-year non-consecutive term. The Audit Committee is comprised of in addition to the Chairperson, a Trustee and a member-at-large. The Audit Committee conducts at minimum an annual audit of the Club financial records prior to the annual meeting. The Audit Committee Chairperson shall:

Have the responsibility for leading, coordinating and reporting the results of the annual financial audit of the Club or any additional audits as otherwise required by the President

Select the member-at-large to serve on the Audit Committee and obtain approval of the Executive Board.

Coordinate with the Treasurer to conduct the audit in a timely and accurate manner assuring transparency of all audit findings.

Prepare in concert with the committee members the audit report providing an advance copy of the report to the Club President and Treasurer for review.

Provide the audit report to the Secretary for Club archive and present the audit findings at the Club Annual Business Meeting.

Charitable Project

The Charitable Project Chairperson is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Charitable Project Chairperson manages all aspects of the Club's charitable projects. The Charitable Project Chairperson shall:

Chair the Charitable Project Committee and select committee members as appropriate.

Identify and present potential Club charitable projects to the Executive Board for agreement. Upon agreement, present the project at the Club annual meeting for membership approval of the project.

Maintain records of charitable fund collections to assure transaction visibility.

Ensure all donated funds collected and records are submitted to the Club Treasurer in a timely manner.

Report charitable results at the Club's annual meeting and periodically through articles in the newsletter.

Manage the distribution process of charitable funds to the selected organization.

Membership Committee

The Membership Committee Chairperson is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Membership Committee Chairperson is the Club ambassador to new members responsible for managing all Club membership functions. The Membership Committee Chairperson shall:

Chair the Club Membership Committee and select committee members.

Function as the liaison between the Club, Region and WBCCI on all membership issues.

Advise the President and Executive Board on all matters concerning Club membership.

Contact new members to welcome them and provide an overview of the Club, website and newsletter access, rally schedule and answer any Club questions. Prepare and mail Club name badge.

Extend invitations to prospective members to attend a Club rally, caravan or meeting.

Provide a report and present, if present, the Club membership status at the annual business meeting.

Nominating Committee

The First Vice President shall serve as the Nominating Committee Chairperson and serves a one-year term. The Nominating Committee consists of, in addition to the First Vice President, the Past President, Second Vice President and a member-at-large. The committee screens and selects members of the Club as nominees that will serve as Executive Board members for the coming year to be potentially elected to office by the Club membership at the annual meeting. The Nominating Committee Chairperson shall:

Select the member-at-large to serve on the Committee and obtain approval of the Executive Board.

Assure each member of the committee is equally involved in the selection and decision process to nominate qualified candidates for election by the Club membership.

Conduct and maintain a record of committee voting assuring that all nominees have a majority vote.

Assure all nominees have reviewed their respective position description and are agreeable to serve the Club in their nominated position.

Coordinate with the Communications Editor to distribute the slate of nominees to the Club's regular membership at least 15 days prior to the annual meeting.

Rally/Caravan Committee

The First Vice President is the Rally/Caravan Committee Chairperson and serves a one-year term. The Chairperson has the responsibility to develop the rally/caravan schedule for the coming year and support the President and rally/caravan leaders during the current year. The Rally/Caravan Committee Chairperson shall:

Assure adequate Club rally/caravan management tools and processes are in-place and properly implemented.

Encourage and identify potential rally/caravan leaders and provide training and on-going planning assistance.

Develop an aggressive rally/caravan schedule for the coming year and obtain Executive Board approval.

Review the estimated rally/caravan cost with the leader to determine if the standard Club fee is appropriate.

Review the final rally/caravan report, provide assistance as needed, and assure the report is accurate and submitted to the Treasurer, President, and First Vice president within 5 days from the conclusion of the rally/caravan.

Assure adequate rally/caravan locations and activities to support and encourage family/youth participation.

Assure all rallies and caravans comply to Club and WBCCI policies.

Act as the liaison between the Club, Region 3 and WBCCI on all matters concerning Club rallies and caravans.

Sunshine Committee

The Sunshine Committee Chairperson is appointed by the Club President with approval of the Executive Board and may hold office for consecutive years. The Sunshine Committee Chairperson shall:

Chair the Sunshine Committee and select committee members as appropriate.

Assure accurate and appropriate collection of member information related to their well-being and medical status.

Write and submit for publication in the Club newsletter the health status of club members in a compassionate and sensitive manner while assuring full member or family permission.

Safeguard Club member private information.