

## Presiding Officer Responsibilities

### **Part One**

1. As an elected member of the Executive Board, you are expected to
  - Attend Business, General Membership, and Executive Board Meetings.
  - Arrange for a proxy in case of an absence.
  - Become familiar with the NorCal constitution, bylaws, and appropriate leadership guides.
2. As Second Vice President, you are expected to
  - Assist the President and First Vice President.
  - Assume the responsibilities of the First Vice President in the First Vice President's absence.
  - Assume the responsibilities of the President in the case of the absence of the President and the First Vice President.
  - Assume other responsibilities as requested by the Executive Board.
3. As First Vice President, you are expected to
  - Assist the President.
  - Assume the responsibilities of the President in the President's absence.
  - Develop the activity schedule for the year in which you will be president and present it to the Executive Board for consideration at or before the September Executive Board Meeting.
4. As President, you are expected to
  - Enforce the Constitution and Bylaws.
  - Appoint Committee Chairs and the Parliamentarian.
  - Issue notices of all meetings of the Club and the Executive Board as described in Article VII, Business Meetings, and Article IX, Amendments of the Constitution.
  - Prepare and distribute an agenda prior to each meeting.
  - Preside at Club and Executive Board meetings.
  - Arrange for a substitute to attend a Region or International Rally.
5. As Immediate Past President, you are expected to
  - Be part of the institutional memory of NorCal.
  - Provide perspective when needed.

*The information above is from the Bylaws of the Northern California Airstream Club. Other documents provide more detail:*

### **Part Two**

1. In addition to the items in Part One, the Second Vice President is expected to
  - Be familiar with the NorCal Member Handbook and Rally Planning Guide.
  - Look for potential team members for your year as president. Share the names of potential officers with the nominations committee.
  - Organize a portion of a Historical rally in even numbered years. This involves the inclusion and recognition of Past Club Presidents and their significant others. Traditionally the club provides a meal for those honored. Club historical records are in storage.
  - Update the inventory of Club Property in odd numbered years. Share the information.
  - Organize and present a light skit to honor the incoming President and significant other during the Installation Ceremony at the December rally.
2. In addition to the items in Part One, the First Vice President is expected to
  - In **May** make sure that the activity schedule for the year you are president does not conflict with Region and WBAC calendars.

- Follow Bylaws, Article V - Nominating Committee.

#### **Article IV - Nominating Committee**

##### **Sec. 1 The nominating committee**

- **Forms at least ninety (90) days prior to NorCal's annual business meeting.**
- **Consists of three (3) members with the First Vice President serving as the chair.**
- **Solicits names of qualified members to be placed on the ballot, including self-nominations.**
- **Submits to the Executive Board a written report listing the names of all candidates who have agreed to serve.**
- **With the President, facilitates the distribution of the names of these candidates to the membership not less than fifteen (15) days prior to the first day of the election.**
- **The election is by electronic ballot. Election closes fifteen (15) days before the Business Meeting where the results are announced.**

##### **Sec. 2 The candidate for each office who receives the most votes will be elected.**

- Allow NorCal members to submit nominations if the nominee has agreed.
  - In **June** begin to select Committee Chairs and the Parliamentarian for your year as president.
  - In **September** begin to plan the installation rally. Appoint an emcee. Ask someone to be your installing official and provide him/her with the script. Decide if you wish to have a head table with place cards. Plan, publish and distribute the program for the evening. Decide if you wish to have a reception with dessert after the installation. The incoming president pays for any alcohol served during the reception.
  - Note that the NorCal budget has a "president's fund" that pays for gifts, plaques, flags, installation rally programs, reception decorations and food, brag boards, etc.
  - In **October** arrange for a preferred gift(s) for the outgoing president and significant other to be presented during the Installation Ceremony. .
  - Order new 2 ft. by 3 ft. US and California flags for the incoming Second Vice President from any vendor and a Past President flag from ***airstreamclub.org*** See that flags passed on are clean. Present flags during the Installation Ceremony.
  - In **November** submit Club Activity information to the Directory Chair, Webmaster, and Newsletter editor for your year as president.
  - See that information about Officers and Club Activities are current on NorCal's website.
  - Consult with the Budget Chair about the budget for the year in which you are president. Consider dollar amounts of NorCal dues, rally fees, president's fund, committee expenses, etc.
  - For the **December** rally, work with the rally hosts to choose the menu for the incoming president's dinner.
  - In **December** provide the Directory Chair with a message from you, a theme or motto, list of Executive Board (EB) members, and committee chairs for publication in the NorCal directory.
  - At the December EB Meeting, present a budget for the year you are to be president.
3. In addition to the items in Part One, the President is expected to
- In **January**, ask the secretary to generate an updated proxy list to be distributed to Executive Board (EB) Members.
  - In **January**, obtain a list of members due service stars. Make sure there is an adequate supply to be able to give two stars to each member. If necessary, order stars from ***airstreamclub.org*** Names are published in the **March** Poppy. Distribute the stars and installation instructions at rallies.
  - For rallies at which the EB meets, ask EB members for items to include on the meeting agenda.
  - At each rally, induct/welcome new members and preside over the "de-greening" of new members after their third rally.

- At each rally, transport to and display the US, CA, and NorCal flags. From the speaker's position, the US flag is on the right, the CA flag is on the left, and the NorCal flag is left of the CA flag. The American flag is in the center if its pole is the tallest.
  - At each rally, promote participation by members at the International Rally (IR) and Region Rally.
  - At each rally, lead the Pledge of Allegiance at Business or General Membership Meetings.
  - Facilitate the appointment of the Representative and Alternate for the IR.
  - Arrange for the transportation of the NorCal Flag, flagpole, and any donated items to the IR.
  - Pack appropriate clothing for the Opening Ceremony and Appreciation Dinner.
  - Make sure NorCal is represented at the flag practice and opening ceremony.
  - In **August** or before, add the formation of the Nominating Committee to the EB agenda.
  - In **September** or before, add the presentation of the activity schedule to the EB agenda.
  - In **October**, arrange for tokens of recognition of service to the club by EB members and other leaders. Present them at the outgoing president's dinner during the December Rally.
  - No later than 15 days prior to the **November** rally, announce in the Poppy and/or an e-mail blast, the annual Business Meeting. Provide the membership with the report from the Nominating Committee.
  - For the **December** rally, work with the rally hosts to choose the menu for the outgoing president's dinner.
  - Make sure there are updated badges to be presented during the Installation Ceremony.
  - Invite incoming EB members to attend the last EB Meeting you will chair.
4. In addition, you are expected to suggest improvements of this document to the Constitution and Bylaws Chair.

*Revised November, 2023*