

MN AIRSTREAM CLUB

Officer's Guide



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These are Guidelines for the various office and chair positions in the MN Airstream Club. These guidelines are based on Executive Board decisions made over the years which are not Constitution or Bylaw changes, and are therefore not listed in the Constitution or Bylaws. They are intended to be helpful guidelines for your current officer or chair position.

General Guidelines

Become familiar with the WBCCI (AIC) and MN Airstream Club's Constitution and Bylaws.

MN Club Constitution and Bylaws:

<https://airstreamclub.org/minnesota/minnesota-airstream-club-constitution-meeting-minutes>

WBCCI (AIC) Blue Book, Constitution, and Bylaws:

<https://airstreamclub.org/blue-book>

The MN Club's Constitution and By-laws need to be reviewed and updated once every 5 years. They were last updated in 2023, so the next update year will be 2028. The Region 7 President will be provided with the update process and will forward that to the current MN Club President in the Spring of the renewal year.

JotForm is the registration platform for all MN Club Events (parties, rallies, etc.). The Event/Rally Organizer will work with the Webmaster to produce the registration form for each event.

The JotForm annual fee is paid automatically by the Club through the MN Club's PayPal account. There is no additional cost for individual registration forms.

PayPal is the online payment system adopted by the MN Club. See the Rally Planning Guide for additional information on PayPal fees.

The MN Club will pay the rally fees for the Rally Organizer for each MN Club rally. Up to two (2) Rally Organizers will have their Rally Fees paid by the MN Club. This applies to the basic Rally fee and does not include any camping fees or optional activities. Rally Organizers need to be approved by the President. See the Rally Organizer Guide for more details.

A Free Rally Fee Certificate is offered to all new members for their first rally with no cap on the amount. This applies only to the MN Club Rally Fee and does not apply to ancillary charges (camping, optional tours, etc.).

President Guidelines

Write a President's Article for each edition of the MN Club's Newsletter, The Silver Times.

Coordinate Events and Rallies for your year in office (September to the following September). You do not need to be the organizer for each event or rally as you can delegate responsibility to an Event Organizer or Rally Organizer. Each event/rally does need your approval to be added to the Event Schedule. This Event Schedule should be provided to the Webmaster and Newsletter Editor so it can be posted on the MN Club's website and included in the newsletter. Updates or changes should also be provided to the Webmaster and Newsletter Editor.

Events need to be posted on the MN Club's website at least 3 months prior to the next edition of the Blue Beret in order to be included in the Blue Beret. The sooner the events with dates and locations can be posted on the website, the better.

Please note that using TBD for a date or location for an event/rally published on the website is ok in that it allows people in the club to start planning for your event/rally. However, be aware that any event posted on the website with TBD for the date or location will NOT be published in the Blue Beret until the date and location are filled in.

Prior to your final rally (Fall/Installation Rally):

Ensure new officer's badges are ordered for all officers taking a new position (President, 1st VP, etc.). Have them available for the Fall Rally and provide them to the Region 7 Representative that will be doing the Installation Ceremony. The MN Club will pay for new incoming officer's badges.

Link: <https://store.airstreamclub.org/collections/stuff-for-people/products/officer-name-badge>

Typically, new badges are required for:

- Incoming President
- Incoming First Lady or First Mate
- Incoming Vice Presidents (1st, 2nd, 3rd)
- Any other new officers such as:
 - Recording Secretary
 - Corresponding Secretary
 - Trustee
 - Treasurer
 - Membership Chair
 - Webmaster
 - Newsletter Editor

Ensure that the President and all Vice President flags are available at the Fall Installation Rally to be given to the incoming officers.

The incoming President will order badges for anyone elected at the Fall Rally Installation Meeting that was not known before the meeting.

Vice Presidents Guidelines

- 1st VP Prepare to become the President at the Fall/Installation Rally (see the Incoming President section).
- Plan a flexible schedule of events for your year as President.
 - Have your tentative schedule ready by the time you become President (your schedule can always be adjusted as needed).
 - Remember, some venues require reservations long in advance.
- 2nd VP Begin planning a tentative list of events for your year as president.
- 3rd VP Make coffee at Rallies (just kidding!)

Recording Secretary Guidelines

Prior to an Executive Board meeting/Business meeting, put together an agenda for the President to follow for the meeting. Have it approved by the President prior to the meeting. Have extra copies available for members at the meeting. It's helpful for you to have a copy with extra room on it for note taking during the meeting.

Any voting by the Executive Board should be documented by you and counted by you (including email votes in between business meetings). You should add these email votes and decisions to the Business meeting minutes as part of the next business meeting so that the general membership sees them, and they are documented in business meeting minutes.

The minutes are signed by you once they are approved, and the signature should note the date approved and the approval method. Signature can be a pen & ink signature or typed in as part of the minutes. Examples:

Minutes approved by electronic vote on 9/8/2024.

Signed: _____
MN Airstream Club Recording Secretary

Minutes approved during Fall Business Meeting on 9/8/2024.

Signed: _____
MN Airstream Club Recording Secretary

Send a signed copy of the approved minutes to the Webmaster for posting on the MN Club's Website.

Maintain the Guideline Documents and the Rally Organizer Guide by making additions or deletions based on input from the Executive Board and Business Meeting minutes.

Update the version number and date when changes are made.

Provide a copy of the updated guidelines to the Executive Board members and to the Webmaster for posting on the MN Club Website.

Note: The Webmaster can help make updates to this document if needed.

Incoming President Guidelines

Decide who will conduct your installation at the fall rally. It can be a current or past Region VP or President or a Past President of the MN Airstream Club. Contact your choice to make sure that they will be able to perform the installation ceremony.

Provide a gift for the outgoing president. The MN Club will pay for the gift (up to \$75).

Ensure that there is a Past President Flag for the outgoing President. Order from International if needed. The MN Club will pay for the flag. Check in the MN Club storage shed at the MN Airstream Park for flags before ordering.

Have a tentative schedule for Events and Rallies to be held during your term as President available for the Fall Installation Rally.

Typical Events include (guideline only):

- Left Behind Party (i.e., Dinner Theater)
- Holiday Party
- Valentine's Luncheon
- St. Patrick's Day Luncheon
- Spring Rally
- Summer Rally
- Fall/Installation Rally
- Caravans to other Airstream Club Events

Please note that you do not have to be the organizer for each Event. Delegate as many of these events to others as practical. More or fewer Events than those listed can be scheduled. The number of events/rallies is up to you.

After the Fall Installation Rally, notify International of the new officers by completing the "Officer Reporting and Communication" form found in the Leadership Portal on the International ACI website.

Current link to Leadership Portal:

<https://airstreamclub.org/leadershipportal>

Information asked for on each page of the form:

Submitter Information page: You (President)

Club Information page: MN Airstream Club
Region 7
Club Number 055
Effective Date: Date sworn in at Fall Rally
Annual Local Club Dues: \$15
Annual Affiliate Dues: \$15
Check YES to collect affiliate dues for this club
No Facebook, Twitter, or other social media.

Officer Information page: Fill in names and BRNs

Chair Positions: Fill in names and BRNs

Additional Positions: If we have any.

Communications Preferences: President
1st Vice President (optional, but good to start orientation)
Corresponding Secretary
Treasurer
Membership Chair
Newsletter Editor
Webmaster

Link to the online Procedure for this form:

<https://airstreamclub.org/sites/default/files/2022-10/Officer%20Reporting%20Form%20Procedure.pdf>

If you need help finding the form or filling it out, please contact the outgoing President or the Webmaster.

Newsletter Editor Guidelines

A few weeks before putting together the newsletter, you can ask the Webmaster to send an email to all club members asking them for articles to be included in the newsletter.

Be sure to ask the current president for an article.

Once the newsletter is put together, send it to the webmaster to be emailed out to all MN Club members, Region 7 Officers, and the AIC newsletter email.

The webmaster can convert a Word document to a PDF file for you.

The newsletter should include:

- A note from the current president.
- A list of New Members.
- The Event/Rally schedule for the MN Club.
- Report on recent events (with photos if possible).

And anything else you want to include.

Webmaster Guidelines

Maintain an email distribution list for mass emails to all MN Club members and Region 7 Officers.

Email newsletters to all MN Club members, Region 7 Officers, and the AIC newsletter email.

Maintain the MN Airstream Club website. Link:

<https://airstreamclub.org/minnesota>

Items that need to be updated on a regular basis (at least once a year after the Fall Installation Rally):

- List of MN Club Officers
- Past Presidents
- Upload newsletters when published.
- Upload approved meeting minutes.
- Event/Rally information

Assist all rally organizers in posting event/rallies on the website.

Create and maintain JotForm Registration Forms for each event requiring registrations.

Work with the Treasurer to ensure JotForm Registrations are linked to PayPal correctly for online payments.

When putting Rally JotForm Registration forms together, remember to account for:

- The Rally Organizer (up to 2) does not pay Rally Fees. The Rally Organizer must register for the Rally as a Rally Organizer. The Rally organizer must pay all additional and optional fees (camping, tours, etc.).
- Members can redeem their Free Rally Certificates to cover the cost of the Rally Fees. Additional costs such as camping, tours, restaurant meals, etc. are not covered by the Free Rally Certificate.
- The Free Rally Certificate must be mailed to the Treasurer before the Rally.
- Pay by Check registrations need to have their checks mailed to the Treasurer. Work with the Rally Organizer and Treasurer to specify the registration cut-off date and the final mailing of payment date.

The Free Rally Certificate does not apply to non-rally Events such as the Holiday Dinner, Luncheons, etc.