



## **COMMITTEE JOB GUIDELINES**

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#### ***BREAKFAST OUT:***

Arrange with various establishments throughout the area for our members to meet for breakfast. This is usually done on a Saturday a few times a year, and may be in conjunction with a holiday weekend. The chair should make arrangements for a private area to meet and advise newsletter editor of date, time and with detailed travel directions with phone number of restaurant.

#### ***DECEMBER DINNER MEETING:***

The Chairpersons will be responsible for overseeing the activities at our annual December Dinner Meeting which is usually held the first Saturday in December. The Chairs should prepare a budget of expenses and present it to the Board of Directors 60 days prior to the meeting. The committee is responsible for determining room setup, decorations, entertainment, menu, reservations and other issues that pertain to the event. The dinner may be held wherever the Chairs desire as long as budget considerations allow. It is well to check with the selected facility four to five months before the event, to ensure that the reservations are in order and that conditions of the contract are determined. Generally the Club absorbs at least one half the cost of the dinner for members. Non-Members pay for the entire cost of the dinner. Reservation information should appear in the November and December newsletters, announcing date, time, location and cost (members, children, non-members).

#### ***DINNER NIGHT OUT:***

Pass around sign-up sheet for hosts/hostesses for the monthly Dinner Night Out, usually the third Thursday of each month. If you have a gap, Spring Creek BBQ in Richardson is an easy place to arrange. Just call and tell them we would like to be there that month and ask if they would reserve some tables in the back room. Send complete list of names of all hosts/hostesses to Newsletter Editor as soon as available. Remind hosts/hostesses one month before they are scheduled that it is their turn. Advise Newsletter Editor of name of restaurant, phone number, hosts/hostesses, location, date and time each month, for publication in newsletter.

#### ***EMERGENCY TELEPHONE COMMITTEE:***

Coordinate a phone committee for emergency notification of Chapter members regarding a situation with a Chapter member that is appropriate to bring to the immediate attention of the Chapter, or for last minute, un-avoidable changes in a scheduled event. Typically this committee is comprised of enough members so that each committee person has about 12 Chapter members to call.



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### ***MEMBERSHIP:***

Receive and record all applications/renewals. Mail checks to Chapter treasurer for deposit. At each monthly meeting provide a sign in Roster, conduct the monthly nametag drawing at meetings and payout the cash prize to the winner.

Provide Roster of dues paid by members and whether or not they are members of MTFCA, to the Chapter Secretary by the end of January, for submittal for insurance, and to the Pate Director for submittal to Pate Swap Meet Association.

Produce master directory for reproduction, have reproduced, and arrange for distribution of the directory of our membership, in March of each year. This includes taking photos at the December Dinner Meeting or obtaining them from the members. A dozen additional copies should be retained for distribution to new members.

Produce mailing address labels for the Newsletter Editor for the mailing of monthly newsletters.

### ***MEN'S NIGHT OUT:***

Pass around sign-in sheet for hosts/hostesses for the monthly Men's Night Out (usually the second Tuesday of each month). Send complete list of names of all hosts to Newsletter Editor as soon as available. Remind the hosts/hostesses one month before they are scheduled that is their turn. The hosts/hostesses should provide detailed travel directions to the Newsletter Editor and include his/her phone number.

Advise Newsletter Editor of Name of hosts/hostesses, location, date and time each month for publication in newsletter.

If desired, the hosts/hostesses may have items for sale, may give away door prizes, schedule a program or even seek assistance on a problem with his/her Model T. The club will reimburse the host up to \$25.00 for expenses. Receipts are not necessary for reimbursement.

### ***NEWSLETTER EDITOR:***

Publish and distribute monthly newsletter. Extra copies should be sent to the membership chair for distribution to prospective members. The Newsletter Editor is responsible for creating, printing, folding and mailing of the newsletter and/or electronic distribution of same. The Newsletter is typically distributed near the end of each month, in time for reading by Chapter members before the next scheduled meeting. The Newsletter Editor may also send e-mails to members requiring immediate information on events or subject matter prior to the distribution of the newsletter.



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### ***PATE SWAP MEET DIRECTOR:***

Serves as voting Director of the Pate Swap Meet, G.P., Inc., representing our Chapter. Attends all Pate Board meetings (3 or 4 per year). Assigns and supervises Pate workday activities and obtains Chapter spaces and one toilet for club use at the Swap Meet. Arranges for lunch, when appropriate, to feed members who participate on Pate workdays.

### ***PATE ALTERNATE:***

Serve as alternate Director of the Pate Swap Meet, G.P., Inc., representing our Chapter if the Pate Director is not available. Attend all Pate Board meetings (3 or 4 per year). Assist with supervision of Pate workday activities and Chapter spaces at the Swap Meet.

### ***PETE COBB MEMORIAL STROLL:***

The Pete Cobb Memorial Stroll is an annual event to the Gingerbread Trail Home Tour in Waxahachie, on the first Sunday in June. The chairperson arranges for our Chapter's participation with the Waxahachie Chamber of Commerce, advises the Newsletter Editor of the dates, times and route. Current (and longtime) Chamber contact is Attorney Steve Chapman at 972-938-2720.

The Waxahachie Chamber of Commerce, in return for parking our cars at the courthouse square, provides a free bus ticket to the homes with free admission to the homes for all who attend in T's (and maybe other old cars). Breakfast and lunch are on you own. There is no vulture wagon Therefore the Chairperson must assist with any vehicle problems. There is typically no expense to the Chapter for this stroll.

### ***PROGRAMS:***

Determine annually, with the Board of Directors the frequency of programs at the monthly meetings. Chairpersons will be responsible for arranging, unless otherwise specified, thirty minute Programs that are relevant and of interest to those persons who drive and/or enjoy Model T Fords. (Note: A committee is helpful and various members may assume responsibility for individual meetings).



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### ***REFRESHMENTS:***

Pass around sign-up sheet for refreshments host/hostesses for the monthly chapter meetings. Send complete list of names of all hosts/hostesses to Newsletter Editor as soon as available. Remind hosts/hostesses one month before they are scheduled that it is their turn. Purchase food and supplies as necessary for refreshments. The club will reimburse up to \$25.00 for the expense of these items. Receipts are not necessary for reimbursement.

Meetings are the first Sunday of each month in most cases. No refreshments are needed on those months when meetings include lunch or dinner, such as the Club Picnic, December Dinner Meeting or for meetings held during tours.

### ***PICNIC:***

Arrange for a facility to hold picnic. The Chapter picnic can be held whenever the chairperson feels it is appropriate to do so. The picnic also serves as the business meeting for that month.

Thirty to sixty days in advance of the picnic, pass around sign sheet for members to indicate what they will bring (homemade ice cream, salad, and desert, whatever). Obtain from facility and/or purchase all supplies needed (plates, cups, bowls, silver, meats, condiments, ice, soft drinks, make ice tea and lemonade). The Club will reimburse the Chair for these expenses upon presentation of receipts. Send articles to newsletter editor for publication in the May and June newsletters. Optional: arrange for a group activity at the picnic or ask the program chair to arrange something.

### ***SPRING TOUR, TICKEY CREEK TOUR***

Chairpersons, comprised of two couples, are appointed for each tour. They arrange for routes, rest and gas stops, meals, hospitality rooms, hotels and activities for the tour.

The Spring Tour is usually held in May, around Mother's Day weekend, and lasts three days and two nights. The Tickey Creek Tour is usually held in late October and usually lasts two days and one night. These tours may be lengthened or shortened by the chairpersons as desired. Multi-night tours may either stay in the same city each night or progress from one town to another each night.

Dinners are usually planned, and usually the last dinner is designated as a banquet. Lunch and breakfast may be planned or "on your own".

The chairpersons should prepare an estimated budget for presentation to the Board for approval and set the cost for participation of the tour. Typically the price is set per person (which includes various expenses such as the driver's packet, badges, admission expenses to events, where applicable, etc. Area T Clubs may be invited to participate as guests of our Club. It is the chairperson's responsibility to insure that arrangements are



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made to pay expenses as necessary during the tour. Up to \$200.00 will be reimbursed, for expenses of the tour leader. These expenses are for numerous trips which need to be taken in mapping the tour. Receipts are not necessary to obtain this \$200 reimbursement. The person providing the trouble wagon is reimbursed for all gasoline expenses and overnight accommodations upon presentation of receipts.

The chairpersons are responsible for submitting information about and sign-up sheets for the tour, to the Newsletter Editor for publication in the newsletter in the two months before the month of the Tour. Dates for the tour should be sent to the Newsletter Editor as soon as available.

The chairpersons are responsible to assign tour lead drivers and trouble wagon(s) for the tour routes and explain to them their responsibilities.

The chairpersons should assist the President in finding and announcing the tour hosts for next year by the conclusion of the tour.

### **STROLLS:**

Arrange routes, meal and activities for one day Model T "strolls". This is usually done 3-4 times a year, in the Dallas Area. Advise newsletter editor of date, time and location. Advise the Board of estimated expenses, such as: printing directions, entrance fees, contributions to sites visited, etc. Other than meals, strolls typically there are no cost to members. Up to \$25.00 will be reimbursed for expenses of the Tour Leader upon the presentation of receipts.

### **SUNSHINE:**

Act as the focal point for notification of illness, accidents or deaths of chapter members, former members and close relatives. Advise the Newsletter Editor and send a card, flowers or a memorial contribution as appropriate on behalf of the chapter. Reimbursement for these expenses will be made upon presentation of receipts.

### **WEBMASTER:**

Maintain the chapter web sites with current information.