



OFFICERS' JOB DESCRIPTIONS

PRESIDENT

Authority ... The President derives his (her) authority from the By Laws of the Chapter and reports to the Board of Directors. The duties of the President are defined in the By-Laws:

“The President shall preside over all meetings of the Board of Directors and meetings of the members. He (she) shall sign all contracts and other instruments of writing that shall have first been approved by the Board of Directors and/or the membership at a regular meeting. The President shall appoint an Editor for the Chapter Newsletter, whose duties are effective January 1st of the New Year and a nominating committee by August 1st of the same year. Other committees shall be appointed as required for the benefit of the Chapter.”

He (she) retains the authority to represent and promote the Chapters interest in civic, state and public matters; in establishing and enforcing broad matters of policy and, in all matters not directly concerned with operational detail.

Responsibility ... In general the President serves as a spokesperson for the Chapter in all matters not directly concerned with daily operations and endeavors to put the Chapters best foot forward and has the following responsibilities:

1. To call and preside at Chapter functions as prescribed in the by-laws.
2. Sign statements and reports required by state and federal agencies.
3. Act as executive officer in carrying out general management and Chapter policies and aims.
4. Act as ex-officio member for all committees.
5. Prescribe duties for officers and committees not otherwise defined.
6. Countersign checks.
7. Execute and carry out all resolutions and orders of the Board of Directors.
8. Insure the annual report is properly prepared and presented to the Board of Directors for their consideration.
9. Recommend any investment of Chapter funds he (she) deems worthwhile to the Board of Directors for their consideration.
10. Participate in all negotiations or plans that affect the general financial structure of the Chapter.
11. Approve or reject all public relations plans, act as chief of public relations for the Chapter.
12. If necessary, select a recognized auditing firm to perform audits of the Chapter records.
13. Selects and appoints personnel to head the function of Chapter activities. The President must delegate authority to those committee chairpersons commensurate with the responsibility he (she) has assigned them. The authority assigned them must be full and complete in so far as the committee



OFFICERS' JOB DESCRIPTIONS

is concerned. All individuals perform better if they are given a definite task and an estimated time in which to accomplish it. Suggested committees include, but are not limited to those identified in the last section of this document.

14. If possible chairpersons should be appointed by the conclusion of each Tour for next year's Tour.
15. Arrange for the installation of new officers at the December Dinner Meeting.
16. Present the gavel and Steering Wheel to the incoming President at the December Dinner Meeting.
17. Present the Outstanding Service Award.
18. When appropriate, attend Pate Board Meetings.

Duties ... Those responsibilities which the President cannot logically delegate to another to perform also become his (her) duties. The President must delegate authority commensurate with the responsibility he (she) has assigned.

VICE PRESIDENT

Authority ... The Vice President derives his (her) authority from the By Laws of the Chapter and reports to the Board of Directors. The duties of the Vice President are defined in the By-Laws:

“In the absence of the President, or his inability to act, the Vice President shall preside in his place.”

The Vice Presidents primary function is to coordinate activities of committees, plan for future operations and review current performance, to accept and discharge such other responsibilities which may be necessary to the proper fulfillment of his function, or which may be assigned to him (her), from time to time, by the President. The Vice President is also responsible for the scheduling of Men's Night Out.

In addition, the Vice President is to provide a suitable award to the outgoing President at the December Dinner Meeting.



OFFICERS' JOB DESCRIPTIONS

SECRETARY:

Authority ... The Secretary derives his (her) authority from the By Laws of the Chapter and reports to the Board of Directors. The duties of the Secretary are defined in the By-Laws:

“The Secretary shall keep a full and complete record of the proceedings of the Board of Directors and meetings of the members; shall make service of such notices as may be necessary and proper; shall supervise and control the keeping of the books and accounts of the Chapter and shall discharge such other duties as pertain to his office or as prescribed by the Board of Directors. Prior to January 15th of each year, the Secretary shall certify to the National Club the names of the Officers elected to serve in the ensuing year and furnish a list of Chapter members with their addresses.”

The Secretary shall handle all Chapter correspondence not assigned to other committee persons, receive and direct inquiries regarding club functions, membership, etc., to the proper individual for reply. Maintain Chapter records including copy of all minutes, copy of all IRS reports, copy of all past Chapter rosters, the Chapter's stock certificate for the Pate Swap Meet, G.P., Inc., etc. Assume and discharge such other responsibilities as necessary.

TREASURER:

Authority ... The Treasurer derives his (her) authority from the By Laws of the Chapter and reports to the Board of Directors. The duties of the Treasurer are defined in the By-Laws:

“The Treasurer shall receive and safely keep all funds of the Chapter and deposit same in such bank as may be convenient. The Treasurer shall disburse the funds of the Chapter as may be ordered only by the Board of Directors, and shall render to the President and Directors when they request it, an account of all transactions of the office. The Chapter funds shall be paid out on the check of the Chapter, and shall require the signature of two (2) of the above Officers to be valid.”

Responsibilities:

1. Supervise the preparation of all tax reports and/or reports required by law to assure prompt and accurate delivery.
2. Supervise and assist in preparation of an operational budget.
3. Preparation of all records for scheduled audits.



OFFICERS' JOB DESCRIPTIONS

4. Administer the insurance and bonding program. A Chapter Roster and insurance payment must be sent to the national office by March 1 of each year.
5. Supervise payment of all invoices and other liabilities.
6. Maintain good relations with banking program.
7. Establish and enforce procedures to safeguard the Chapters funds from theft or embezzlement.
8. Reconcile bank accounts.
9. Supervise and maintain a filing system.
10. Prepare and process all checks in accordance with established policy.
11. Prepare financial and operating statement as required or directed.
12. Assume and discharge such other responsibilities as necessary.

DIRECTORS (2):

Authority ... The Director derives his (her) authority from the By Laws of the Chapter and reports to the Board of Directors. The Chapter elects two Directors each year.

BOARD OF DIRECTORS:

Authority ... The Board of Directors derives its authority by virtue of being elected representatives of the Chapter. As prescribed by the By Laws:

“The directors shall consist of two (2) elected members who are to combine their efforts in conjunction with the above officers (*President, Vice President, Secretary and Treasurer*), forming the Board of Directors for the Dallas-Ft Worth Chapter, Model T Ford Club of America. The Board of Directors shall actively participate in the management and control of all affairs of the Chapter.”

The charter and by-laws determine the limits of authority and also delineates what they must do in the way of holding meetings, keeping records of such meetings, etc. The board usually concerns itself with operations decisions and reviewing results of operations. It does establish the broad general policies under which business is to be conducted.

Responsibility ... In general the board is charged with protecting and promoting the interest of the Chapter. It has the following specific responsibilities:

1. To protect the Chapters assets from waste, theft or dissipation.
2. To comply with charter and by-laws in keeping required records and holding meetings.
3. To pass or reject resolutions involving banking.



OFFICERS' JOB DESCRIPTIONS

4. To direct the President as to what action should be taken.
5. To enforce compliance in Chapter operations with all laws, rules and regulations.
6. In the interest of a sound organization, to abstain from becoming involved with daily operational detail, to judge performance on results only. If a Chapter member is appointed to be a committee chairperson that the authority and scope of activity is limited to that established by the standard procedure covering that position.
7. To assume and discharge responsibilities which may be necessary to discharge their general responsibility.

Agenda ... An agenda for each Board of Directors meeting should include:

1. Time, date and place of meeting.
2. Subjects in order of discussion.
3. Subjects carried over from previous meeting.

Duties ... Each member will come to the Board of Directors meetings prepared to discuss the topics on the agenda, collecting any data or doing any analysis that the topic may indicate or require. Directors should evaluate topics in the form of:

1. What is the problem?
2. What caused the problem?
3. What are the various possibilities of a solution?
4. What solution is most favorable and why?
5. What are the benefits?
6. What is the decision?
7. The secretary will maintain minutes of meeting.

Chapter operations should be periodically reviewed objectively to determine if any of the Chapter objectives are being violated, overlooked or ignored. Compliance with these objectives will make the Board much more effective in its job.