

## Board of Directors Position Description

### **PRESIDENT**

1. Preside over all business meetings. This includes regular (membership), special and Board of Directors meetings (monthly).
2. Setup and distribute list of Board meeting dates and locations.
3. Prepare meeting agenda for all business meetings of the membership and Board.
4. Work with all Board and committee personnel in executing the year's activities, tours, joint meets, parades, shows, etc.
5. Work harmoniously with the publication chairman, editor and publisher.
6. Write the Presidents' column for the monthly chapter newsletter.
7. Handle correspondence with board of directors approval.
8. Cast a vote in case of a tie vote during any business meeting.
9. In general, govern the chapter to the benefit of all members whenever possible.
10. Preserve chapter charters.
11. Appoint a chairman for all volunteer positions, including a postmaster to pickup the mail at the post office.
12. Abide by the guidelines of the Presidents' job description described in the Wisconsin Chapter MAFCA bylaws.
13. Retain post office box key.
14. Act as representative to the vendor where club embroidered clothing is purchased
15. Keep any and all club accessories
16. Every January send in chapter registration application to the national club (download from the MAFCA web site)
17. Handle correspondence as needed.

09/01 Updated Fred Bleidorn

12/97 Retyped

11/01 Retyped, Editorial Revisions

Updated 8/09 Marty Jannsen

Update 3/12 Dave Boucher

## Wisconsin Chapter Board of Directors Position Description

### **VICE-PRESIDENT/SUNSHINE**

1. Preside over all business meetings in the absence of the president. This includes membership, special and board meetings.
2. Act as Membership Chairman.
  - 2.1 Send out membership applications to those persons desiring them.
  - 2.2 Accept applications of prospective members.
  - 2.3 Contact prospective members to encourage membership in the national organization if prospective new members did not include national dues with their application.
  - 2.4 Present new membership applications to the Board of Directors for their approval.
  - 2.5 Process new membership applications per the new membership process flow chart attached hereto.
  - 2.6 Send out a "New Membership" packet to new members or deliver it to them.
  - 2.7 Prepare a list of new member's names, addresses, etc. for the editor of the newsletter and for the mail label provider.
  - 2.8 Contact new members and welcome them to the chapter at meetings and other various activities.
3. Act as Publication Chairman.
  - 3.1 Meet with the editor to determine specific needs to upgrade both the computer hardware and software used for preparation of the newsletter. An additional member or members who are knowledgeable in these areas may be requested to assist the vice-president in this task.
  - 3.2 Meet with the editor, distribution, paid advertising sales, webmaster and photographer to plan and update coming needs and discuss problems/solutions. Suggest meetings as needed.
  - 3.3 Determine the most cost effective and satisfactory commercial printer for printing the newsletter. Special attention should be given to photo images. They must be of good quality. Negotiate a one year or longer contract to lock in price and services at the chosen printer.
4. National Correspondent
  - 4.1 Submit an article to MAFCA for publication in the Restorer to update with club functions. Follow guidelines per the restorer.

#### Awards chairman duties

##### **A. OUTGOING PRESIDENT'S AWARD**

Each year at the Annual Banquet, the outgoing President receives a standardized plaque. The plaque is an 8"x10" wood board, on which is mounted a gavel, brass tag with President's name and year of office. Recommend seeing Manitowoc Trophy for design layout.

##### **B. MEET CHAIRPERSON'S AWARD**

As recognition for running an activity and to encourage others to do so, the Wisconsin Chapter presents a Meet Chairman's Award. These guidelines adopted by the Board of Directors on December 8, 1979, should be followed:

1. With the help of the Indoor and Outdoor Meet Chairmen, you will present a list of candidates to the Board of Directors for approval.
2. The Board of Directors must approve the award and its cost.
3. This award shall be presented at the annual Banquet and is based on meets of the previous year.
4. First time recipients of an award will receive the award on an 8-1/2" x 11" wood plaque with the chapter logo and the recipients name engraved on a large plate at the top. There is room on each plaque for twelve plates marking event(s) chaired by the recipient(s). Each plate measures 7/8" X 2.5". Should a recipient's plaque board become full, a new unmarked board of the same design will be given to hang below the original board. You will have to query the recipient as to his needs. Note. If the recipient is an Indoor or Outdoor Meets Chairman, He/She will be eligible to receive a plate.  
Exception: Technical Seminars are not included in the Meet Chairman's list. The Technical Coordinator will present the host of a technical seminar with a framed Certificate of Recognition on the day of the event.
5. It is suggested that Manitowoc Trophy be used as the facility to produce annual awards as they have formats and information from previous years on file.

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#### C. ROOKIE MEMBER OF THE YEAR

The Wisconsin Chapter has always encouraged new members to participate in the activities of the chapter. In past years, we have had members join and quickly become involved with the chapters' activities. They worked hard and gave extra effort to benefit all of us in the Wisconsin Chapter. To say thank you to these members, in December 1979 the Board of Directors established a Rookie Member of the Year Award.

1. The award shall be a moderate size plaque, with an appropriate inscription.
2. Candidates must be members for more than six months, but not greater than 24 months, at the time of award presentation. Candidates shall be selected based on chapter participation and extra effort they have made on behalf of the chapter.
3. The Board of Directors will select the recipient from a list of candidates.
4. This award may not necessarily be awarded every year.

#### D. CONTINUOUS MEMBERSHIP AWARDS

##### 1. Ten Year Award

In recognition of ten consecutive years of membership in the chapter, ten-year membership plaques shall be given. This plaque consists of a standardized plate mounted on a wood back (see photo provided by awards supplier). The recipient's name (don't forget the spouse) is engraved on the plate. This award is presented at the annual Banquet. If the recipient is not in attendance at the banquet, it can be sent to the member.

##### 2. Twenty-five Year Award.

In recognition of 25 consecutive years of membership in the chapter, 25-year membership plaques are given. The plaque consists of a standardized plate with an appropriate inscription. The recipient's name (don't forget spouse) is engraved on the plate. This award also includes free one-year local membership for the next year. A letter noting this should be prepared and presented by the Wisconsin Chapter Secretary. (See photo provided by awards supplier for plaque detail.)

##### 3. Thirty-five Year Award.

In recognition of 35 consecutive years of membership in the chapter, ten-year membership plaques shall be given. This plaque consists of a standardized plate mounted on a wood back (see photo provided by awards supplier). The recipient's name (don't forget the spouse) is engraved on the plate. This award is presented at the annual Banquet. If the recipient is not in attendance at the banquet, it can be sent to the member.

##### 4. Forty-Year Award.

The 40-year award will be the same as the 25-year award, including one year free local membership for the forty-first year.

##### 5. Fifty-Year Award.

In recognition of 50 consecutive years of membership in the chapter, 50-year membership plaques are given. The plaque consists of a standardized plate with an appropriate inscription. The recipient's name (don't forget spouse) is engraved on the plate. This award also includes free one-year local membership for the next year. A letter noting this should be prepared and presented by the Wisconsin Chapter Secretary. (See photo provided by awards supplier for plaque detail.) 50-year members also receive free dinner at the annual banquet.

#### E. APPRECIATION AND RECOGNITION CERTIFICATES

Certificates are given at the Annual Banquet for the following:

1. **Outgoing Board Members.** A Certificate of Appreciation is given to those members who have served on the Board of Directors for two years.

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2. A Certificate of Recognition is given to those who have served the chapter by:

- Chairing on a seminar or tour.

- Retiring from a chapter position such as photographer, newsletter editor, and tool keeper. etc.

- Other services to the chapter, as decided by the Board of Directors.

The certificates shall be mounted in a suitable frame, for presentation at the Annual Banquet

#### F. OUTGOING MEMBER OF THE YEAR AWARD

Each year at the Annual Banquet, the previous Member of the Year receives a plaque when the traveling trophy is passed on to the new recipient. The plaque is 5" x 7" with the format on file at Manitowoc Trophy in Manitowoc.

06/2005 Updated, Mike Quam

09/2009 Updated , Dave Neuman

04/2013 updated, Neil Besougloff

09/90, Updated Ken Fouty

01/97, Updated Dan Kane

12/98, Updated Robert Schaefer

11/01, Updated, Erwin Haban

06/09, Updated Mike Quam

03/13, Updated Steve Lewis

03/13 Update Steve Lewis

01/14 Update Steve Lewis

## Board of Directors Position Description

### **TREASURER**

1. Obtain account signature cards for all the chapter's financial accounts for the new President and Treasurer.
2. Maintain the chapter's checkbook.
  - 2.1 Deposit and record all funds received.
  - 2.2 Write checks in payment of usual and approved expenses.
  - 2.3 Reconcile monthly checking account statements.
3. Transfer and maintain surplus funds in the special accounts as per the budget Committee's recommendation guidelines and in accord with chapter and board policy.
4. Record all transactions of the chapter in a monthly general ledger.
5. Maintain a monthly file of completed check requests or receipts of purchases to cross-reference the general ledger with the checkbook.
6. Prepare monthly reports showing current months and fiscal year to date receipts, expenses, transactions and financial meeting of the chapter and/or board of Directors.
7. Maintain a record of chapter donations.
8. Maintain records and financial statements for each chapter event.
9. Review Final Meet reports from activity chairperson(s).
  - 9.1 Review stated cost expended or income against budget and actual invoices paid or projected gain for chapter statistics.
  - 9.2 Record total expense/income in income /expense comparison chart.
10. File tax papers at the end of the fiscal year (December 31).
11. Provide all of the chapter's non-audited financial records to the audit committee within 60 days after the start of the new fiscal year.
12. Participate as a member of the budget committee in establishing the chapters' financial objectives for the forth-coming year.
13. Retain the chapter's financial records for two calendar years as current information. Financial records over two years old are given to the chapter historian.

### **Updated:**

9/90, Dick Lardinois

12/91. Jack Achterberg

11/96, Dennis Wacker

11/01, George Wartner

04/09, Paul Piotrowski

## Board of Directors Position Description

### **SECRETARY**

1. Record minutes at all meetings.
  - 1.1 Board of Directors meeting.
  - 1.2 Membership (indoor) meeting.
  - 1.3 Any special meetings.
  - 1.4 Provide copies of meeting minutes to all board members at least one week prior to the next meeting. Include date, place, time to the next board meeting.
  - 1.5 Provide a brief summary of the meeting minutes to the newsletter editor.
  - 1.6 Retain a copy of the minutes for the Secretary's permanent file. Records are to be forwarded to the next Secretary at the end of your term.
  
2. Dues Renewal:
  - 2.1 Prepare and send dues renewal notice to the editor for publishing in "Wheeling the A" by October 15<sup>th</sup>, with a dues deadline of January 15<sup>th</sup>. Check seniority list to see who gets a free year of membership on their 25<sup>th</sup>, 40<sup>th</sup> & 50<sup>th</sup> anniversary. Mail deserving member a special letter telling them of their free year.
  - 2.2 Board of Directors to follow up with a call to those who have not paid their dues.
  - 2.3 Transfer dues received to the Treasurer
  - 2.4 Board members do not pay any dues and the 25<sup>th</sup>, 40<sup>th</sup>, and 50<sup>th</sup> year anniversary members do not pay any local dues in the year after their anniversary. Fifty year members also get free banquet tickets.
  
3. Chapter correspondence.
  - 3.1 Handle all correspondence as directed by the Board of Directors.
  - 3.2 Print labels for the newsletter distribution.
  
4. Membership file.
  - 4.1 Maintain an up-to-date membership card file and computer records. The cards should be maintained in alphabetical order and they comprise the official records of the chapter members. If the chapter secretary or other person maintains an electronic data base, any changes in the card records should be reflected in the database.
  - 4.2 Provide a list of paid up members and any other changes to the individual responsible for preparing the annual roster.
  - 4.3 Provide address changes to the editor
  - 4.4 Maintain a list of members. Send a congratulatory letter, to those members prior to their anniversary dates and coordinate this activity with the Awards Chairperson. Provide the list to the Awards Chairperson in time for the awards to be ordered for the annual banquet.  
Note: 35 and 40 year members do not get new badges.
  
5. Miscellaneous
  - 5.1 Provide an updated list of position descriptions to newly elected board members as soon as possible after the election. Also provide, as necessary, to the present board members.
  - 5.2 Provide ballots for voting: For election of board members and any other votes that require paper ballots.

- 5.3 Provide absentee ballots for any member if the member so requests. Announce availability of absentee ballots in the newsletter at least 2 months prior to the vote.
- 5.4 Provide a set of position descriptions for each member of the board prior to or at the meeting where the board members select positions for the year.
- 5.5 Maintain file of insurance policies and contracts of chapter events
- 5.6 Provide name and mail address of those taking "Wheeling the A" via mail, to the editor for newsletter distribution.
- 5.7 5.7 Maintain critical motions book and update it with any critical motions.
- 5.8 Maintain email address list for sending mass emails. Give a copy to the webmaster for event reminders and sunshine and Awards person for emailing member death, illness, etc.

Updated:

1/94 Don Reiff

11/96 Erwin Haban

1/98 Dennis Pierce

1/99 Dennis Pierce

1/00 Dennis Pierce

11/01 Rich Miller

04/09 Sue Quam

10/10 Sue Quam

## Board of Directors Position Description

### **OUTDOOR MEET COORDINATOR**

In this position you are directly responsible for the publicity, planning, coordination, completion and reporting of all outdoor activities of the Wisconsin Chapter. It would help to read the reports from the past meet committees contained in the chapter files, particularly concerning inter-regional meets.

Be sure to start all planning early enough to allow for the successful arrangements of a Meet or parade - at least 10 weeks. Include a copy of the meet expense guidelines for accurate, efficient use of club funds in planning a meet. You should avoid any possible conflict of dates and be aware of events in other areas that our chapter is invited to attend, especially National Meets. You should get as much input from the membership as possible.

Obtain volunteers to run and help with all meets, parades, shows, etc. or appoint members to do many of the jobs in the event. Be sure they are informed of their responsibilities, are following expense guidelines and check occasionally to see that they are proceeding. If a larger than expected expense appears to be in store, approval by the board must be given. In some cases, a committee should be formed to handle all details of a large event, such as the Swap Meet, Picnic and Car Shows.

Contact photographer to be sure all events are covered. If the photographer is unavailable, notify the event chairperson so that they take photos using disposable cameras if they desire.

Remind the event chairperson to submit a follow-up article to the editor before the next deadline.

You are the link between the various meet chairmen and the Board of Directors. Therefore, if the chairman is not on the board, you must inform the board about the meets' progress and be sure the board approves any money or policy involved in the meet.

The meet chairman should handle publicity prior to the meet and a post-meet write-up or you must be sure that the editor has information about the meet. Check with the chairman or committee so they and you are aware of all possible contingencies and possible alternate plans. Be sure the members holding chapter property are informed if an item such as public address system, parade flags, printing, etc. will be needed.

Be sure a map and address (including city and state) of starting location as well as ending location of all tours, etc. is provided to the editor of the Wheeling the "A" along with tour promotion material.

Promotions must be published in at least two newsletter issues prior to the meet.

Wheeling the "A" deadline for articles is the 15th of each month.

9/90, Updated Dennis Haag

1/92, Updated Dennis Haag

1/98, Retyped, Editorial Revision

11/01, Updated Dick Lardinois

8/09, Updated Dave Boucher