Duties of the Officers:

President:

A. The club President shall be the Chief Executive Officer.

B. He or she shall preside at all: a. Club functions b. Meetings

C. Call special meetings whenever deemed necessary.

D. Handle all correspondence. E. Is a voting member of the E-Board

 Vice President:

 A. Shall possess all the powers of the President in the event of the Presidents absence. Shall assume the office of President should the office be vacated during the 2-year term

 B. Be accountable for all club property.

C. Will be responsible for getting Club Sponsorship if the Membership approves.

D. Is a voting member of the E-Board

Secretary:

 A. Keep a written report of all E-Board Meetings and distribute to E-Board Members

B. Shall keep the minutes of all Monthly Membership meetings and forward a copy to the Newsletter Editor to publish in the next newsletter.

 C. Is a voting member of the E-Board

Treasurer:

A. Shall receive all monies on behalf of the club and pay all bills properly submitted and authorized for payment in a prompt and proper manner.

B. Must keep accurate records of all transactions and report same at all monthly meetings.

 C. The Treasurer’s Monthly Meeting Report must be read and submitted to the Secretary at the close of each Monthly Membership Meeting.

D. The Treasurer’s Monthly Meeting Report must NOT BE SUBMITTED for publication in the Monthly Newsletter.

E. Must keep accurate and orderly records of all transactions and report same when requested by the presiding officer.

 F. Relinquish all records to the next elected treasurer in a timely manner.

G. Must give access to the records the presiding President in the absence of the Treasurer.

H. In the event the office of the Treasurer changes during the year, the books shall be audited.

I. Any expenditure of $350 or more will need the Membership’s majority approval prior to purchase/s (i.e. Budget for Cruise Night, or Party, etc.)

J. Expenditures under $350 will need the E-Board’s majority approval prior to purchase/s.

K. All items purchased must be approved by a majority E-Board vote to be reimbursed. The Treasurer will be notified of the approval for reimbursement.

L. Is a voting member of the E-Board

 Newsletter Editor /Webmaster:

The Newsletter Editor /Webmaster is an elected position. If the Webmaster not a member of the NSCM and an outside person or company is hired by the E-Board, they can be compensated for their work, as approved by the E-Board.

A. Publish the newsletter into an Adobe Reader File & Website Software

B. Post the Monthly Newsletter on the Website from the Newsletter Editor

C. Provide informative and helpful information for members through constant updates on other websites, businesses of interest to Corvette owners by links or other methods

D. Post pictures of events or awards when received from members or E-Board as far as practical

E. Ensure the website, domain names, and annual fees for web hosting of the site are kept current

F. Provide the President and Treasurer with e-mail no later than 30 days prior to the fees becoming due so these fees may be paid in a timely manner.

G. Insure no profanity or pornography is inserted into any portion of the website

H. Is a voting member of the E-Board .

Director of Cruise Nights & Shows :

A. Establish and submit an estimated budget in March to the E-Board and Membership for a Vote.

 B. Establish a Cruise Night Location with Vendor

C. Responsible for relationship with Cruise Night Vendor

D. Design and order the Cruise Night Dash Plaque each year &distribution of Cruise Night Dash Plaques.

E. Dash Plaques must be approved by the E-Board.

F. Set up of Cruise Night Table, Music, Cones, Posters, Signage (Club Property)

G. Breakdown and storage of Cruise Night property

H. Make all announcements at Cruise Night or designate an individual to be responsible

I. Is a voting member of the E-Board

Director of Membership & Membership Committee:

 A. Responsible for greeting new and potential new members at cruise night and other events.

B. Greeting and introduction of new members to the membership and E-Board at the same venues as above.

C. Responsible for distribution of applications during the year and at cruise night.

 D. Provide to the Treasurer, Secretary, and Newsletter Editor within 7 days the names, addresses, email information and all other information on any new members, along with the new members dues payment to the treasurer.

E. Chairs the Membership Committee and updates the E-Board of all new membership applications on monthly basis. F. Is a voting member of the E board