

JOB DESCRIPTIONS

Executive Positions of the

B.C. Southern Interior Studebaker Drivers Club

President- The President shall preside over all meetings of the B.C. Southern Interior Chapter and shall have the general powers and responsibilities of management and co-ordination of the business conducted by the Chapter.

- The President shall also act as liaison between the Chapter, as well as liaison between the Chapter and the Studebaker Drivers Club Inc. and it shall be their duty to keep close contacts with both entities, and to obtain the sanction of the parent organization for any and all activities of the chapter for which sanction is deemed necessary or required by the by-laws of the Studebaker Drivers Club Inc.
- The President shall lead the Chapter in a positive Studebaker direction.
- The President shall organize the meetings, keep the meetings in order and minimize chatter.
- The President shall cover Chapter business, committee progress, review and planning of events.
- The President shall present topics and ideas for discussion.
- The President shall ensure that everyone in attendance is heard and be responsible for tallying votes on motions.
- The President shall contribute to the by-monthly newsletter as well as host at least one event per year.
- The President shall confirm that the nomination committee is in place each September.

Vice-President- The Vice-President shall act in place of the President in the event of disability of the President to perform their duties. The Vice-President will also assist the President in the administration of chapter business as requested by the President.

Secretary- The Secretary shall attend meetings and record the minutes of each regular scheduled, executive and committee meeting, as required, to include all business under discussion and any and all matters presented to the membership for general vote. The Secretary shall maintain as closely as possible accurate files of all correspondence relating to chapter business and shall be responsible for current and up-to-date membership lists. The Secretary shall transcribe minutes into legible form for reading at the next general meeting and retain them in an organized manner for future reference. The Secretary shall send correspondence on behalf of the club, in reply to enquiries, or to request information. The Secretary shall send out condolence notes to past or present members' families on their passing.

Treasurer- The Treasurer shall be responsible for monies collected and distributed by the chapter and shall keep accurate entries of incoming funds and their disposition. A commercial chequing account will be maintained as depository for all incoming funds and shall be the means of payment of all debts and obligations as approved by the President and Treasurer. Cheques will require signature of both President and Treasurer, and will be drawn only upon receipt by the Treasurer of valid proof of debt or obligation such as invoice or cash receipt which is held in report at each general business meeting, or at any time when called upon by any of the members of the Board of Officers. Any member of the Board

of Officers may sign a cheque (but only as second signature) providing that either the President or the Treasurer (one but not both) are present or physically able to do so at time of need.

- The Treasurer shall accept all new member registrations and dues and keep an up-to-date Roster with new members name, address, phone number, email address, and type of vehicle.
- The Treasurer shall keep an up-to-date Birthday and Anniversary list and forward info to the Tempo Editor every two months for inclusion in The Tempo.
- The Treasurer shall sell silent auction and drink tickets at the annual Christmas party as well as collect Xmas Party dinner fees at the start of the party.
- The Treasurer shall ensure that the Venue for our Christmas party receives payment in a speedy manner.
- The Treasurer shall be responsible for tracking registrations for all special events, ensuring all monies are collected, recorded and deposited in a timely fashion.

***Our Club deals with the TD Bank in Kelowna so it would be beneficial if there was a TD bank in near proximity to where the Treasurer lives.

JOB DESCRIPTIONS

Volunteer Positions of the

B.C. Southern Interior Studebaker Drivers Club

** All the below job descriptions were provided by the person/persons currently doing the job**

Tempo Editor –

Time commitment; (A) per page, 2 hours average for basic typing and layout of page generated by Editor. (B) For submitted Information, Articles, Advertisements, Electronic information that can be imported to Publisher Program, 1-2 hours per page. (C) Electronic information that cannot be imported to Publisher Program and must be manually keyed into Publisher Program, 4 hours per page. (D) Handwritten or hand printed information, 6-8 hours per page.

Picture Pages; Sizing to fit page, importing emails from members to Publisher Program, correct brightness for email and different brightness for hard copies, 1 hr per page.

Collecting Issue Items; Prez Message, changed contact information, monthly chapter meeting information, events of interest information, changed membership information, birthday and anniversaries information, driver of the year information, updating advertisements, deleting advertisements.

A Decent Editorial Rambling; 3 hours

Deadlines; If all information is submitted one week prior to deadline, Issue can be sent out within 3 days after deadline. If all information is submitted at deadline I find myself working 12 days past deadline.

Note from current Editor: As a novice editor, my (David's) short-coming is lack of computer skills. I know keyboard and can arrange words on a page, but I lack even beginner knowledge of how to make computer programs work, to make Tempo look like I want it to look. **Tempo Editor must have a high computer skill level to get the job done with less work.** More skill, less frustration. I started with Tempo and put in 80 hours at least, 200 sheets of practice paper and one ink cartridge per issue for the

first 2 issues. I could not put that into Tempo on an on-going basis. I now do 40-50 hours per issue. Someone with good computer skills could probably do the job in 15-20 hours per issue.

Drivers Points-

The Driver Points Person is responsible for documenting:

- Monthly chapter meeting location, date, host or organizer
- Attendance including members and guests
- Record miles driven in a Studebaker, by a member, to and from our local chapter meetings
- Record miles driven in a Studebaker, by a member, to and from any related car or SCD events.
- The Drivers Points Person should be an active member of the group, attending as many meetings as possible.
- Keeping an ear to the ground to record members attending related car events driving their Studebakers.
- If unable to attend a meeting, ask another member to take attendance, and document Studebaker drivers.

Note from Current Drivers Points Person: Currently Microsoft Excel is used to calculate the activities of each member for 12 months with a summary page. Every 2 months a summary of Drivers Points is created and emailed to the editor of Tempo. Driver of the Year Awards (2) are presented each year at the Christmas Party. Please see our Chapter web page to see how Drivers Points are calculated. Currently the same person is Driver Points Person, and Historian where some duties are shared.

Historian –

Historian for the B.C. Southern Interior Chapter of SDC is an honour, with responsibilities. Being Historian holds an important active, and exciting position in the group.

The Historian duties include:

- To attend as many meetings as possible.
- Keep in good condition the Club Charter and a copy of current Chapter Bylaws.
- Maintain a permanent place to store historical material of interest to the membership.
- Encourage the donation of photographs, papers, and memorabilia of key events.
- Get “old timers” to have their experiences recorded.
- Scan and digitize history materials, insuring its availability for historians in the future.

Events Coordinator –

- Responsible for yearly “plan of action”, E.g.: Meeting places for each month.
- Find events that the club is interested in attending
- Organize event – how long, who is coming, where to meet, where to eat, where to stay, washroom facilities locations. Photo locations, who leads.
- Ensure event plan is published in Tempo.
- Collect ideas of events from membership.
- Not necessarily the Chairperson of a major event like Overdrive or Zone Meet.