

**Foretravel Motorcade Club
South Central Chapter
Roles & Responsibilities
Addendum to the International Chapter Bylaws**

Our Mission

To provide a sense of community by sharing experiences as mutual owners of Foretravel Motorcoaches.

President

1. Business Meetings
 - a. Prepare Meeting Agenda
 - b. Conduct Meeting
 - c. Utilize *Roberts Rules of Order* as meeting protocol
<http://www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf>
2. Support Members
 - a. Send a periodic email to keep members informed of new members, recent and future events, activities and information of interest
 - b. Call new members to welcome them, introduce them to the chapter benefits and activities and encourage them to attend upcoming rallies
 - c. Send new members recent member emails and rally information and registration
 - d. Continually encourage members to be involved in the chapter by attending rallies, participating, reaching out to new members and becoming Wagon Masters
3. Rally Planning
 - a. Find Wagon Masters
 - b. Send thank you email and Wagon Master's Guide to committed Wagon Masters
 - c. Support Wagon Masters wherever needed
 - d. Send periodic rally publicity information and registration documents to members
4. Rally Participation
 - a. Welcome attendees the first night and acknowledge Wagon Masters
 - b. Support Wagon Masters
 - c. Coordinate with Vice President to assure that new members feel connected
 - d. Help out wherever needed
5. Involve the Vice President to create a joint effort in the Support of Members, Rally Planning and Rally Participation where feasible.
6. MotorCader Magazine
 - a. Write chapter reports four times a year per published schedule
7. Grandvention Board Meeting
 - a. Attend and participate
 - b. Present a "State of the Chapter" report
 - c. Take notes and email notes to members
 - d. Attend President's Luncheon with spouse
 - e. Arrange Chapter Member's Dinner

Vice President

1. Preside in all functions in the absence of the President
2. Coordinate with the President to create a joint effort in the Support of Members, Rally Planning and Rally Participation where feasible.
3. Grandvention Board Meeting
 - a. Attend as a non-voting observer with the President or as the President's proxy in the absence of the President

Secretary

1. Record the minutes of all chapter meetings and email minutes to members
2. Present minutes of prior meetings for approval at each chapter business meeting
3. Send notices of rallies and other chapter news to members if requested by the President
4. Send the attendance roster of each rally to the Corporate Club Manager
5. Maintain a current roster of chapter members
 - a. Update as new members are received from corporate office
 - b. Reconcile with the corporate office membership rosters as received
 - c. Make changes as notified by members

Treasurer

1. Maintain chapter checkbook, deposit money received and pay out sums authorized by the local chapter or President
2. Prepare and present a Treasurer's report for approval at each chapter business meeting or when requested by the chapter or President
3. Rally Registrations
 - a. Accept registrations and deposit checks close to the date of the rally
 - b. Maintain a current spreadsheet of rally and event registrations
 - c. Forward the registrations spreadsheet to all Wagon Masters and Officers no less than weekly when there are additions or changes

Nominations & Elections

1. One nominee for each office is presented at the fall business meeting by the Nominating Committee which is made up of the attending past Presidents and moderated by the most recent past President. Additional nominations are sought from the floor.
2. The officers are elected by the membership present at the fall business meetings and shall hold office for one year.
3. No one shall be eligible for the same office for more than two consecutive years unless voted otherwise by the majority present.
4. The new officers shall take over on January 1st.

9/2/2016