

## **HMGCC Officer Responsibilities**

(Duties are generally noted in Article V *Officers and Their Duties*, of By-Laws) All By-Laws and

---

Constitution should be read by each Elected Officer.

### **President:**

“Supervise and control all of the business and affairs” of the Club.

Host a President’s Social during each year of the term.

Appoint a Nominations Committee in October Members Meeting; to nominate candidates for election in the following year.

Serve as master of ceremonies in monthly membership meetings.

Conduct business meetings two times a year as specified in Article II of the By-laws.

Obtain signature rights for self on Club bank account.

### **Vice-President:**

Act as President in the absence of the President.

Perform other duties as assigned by President or Board of Directors.

### **Secretary:**

Keep written minutes of each business meeting (two or more a year) and read the minutes of the previous meeting, for approval, as requested.

Assist with the provision of floral or other memorials for deceased Members.

### **Treasurer:**

Obtain signature rights on Club bank account.

Write and distribute checks for club expenses.

Prepare and provide monthly reports of Club income and expenses.

Assure filing of any and all State and Federal Tax forms.

## **Board of Directors:**

“Manage the affairs of the club.”

May appoint special committees to handle assigned tasks on behalf of the club.

Meet monthly with other Board members, or as needed, to consider and provide direction for all matters impacting the Club.

Interact with the President in support of his/her responsibilities.

Routinely receive questions and information from the President and other officers and provide guidance to them as appropriate.

## **Volunteer (Appointed) Positions**

### **Webmaster:**

- maintain the club website to assure quality communications with Members
- critical functions include event communications and registration, membership records and collection of annual dues.
- Assure annual payment of subscription fees to Wild Apricot website host.

### **Events:**

- create and arrange Member events including driving events... may create and utilize a Team to assist.
- maintain a calendar of events (usually 1-4 a month) including a Monthly Membership Meeting, The Spring Thing, The All British Motor Expo and Christmas Party. These may involve dedicated committees and other organizers.
- assure communication of details of all events and registration methods via the club website.

### **Regalia:**

- purchase, store, and display and sell MG regalia and items of interest at Club car shows (usually at least two a year.)
- sell regalia items to members and others via the website pages already established.

### **Roars Editor:**

- solicit written stories and photographs for inclusion in website newsletter pages after editing.
- occasionally may publish hardcopy editions of the newsletter and arrange for postal distribution to members.

### **Membership Chairman:**

- promote and approve new memberships via the website and report total membership as requested.
- coordinate membership renewals each calendar year via the website.
- order and distribute new member name tags, pay vendor.
- welcome and involve new members at Club activities.

### **Facebook Administrator:**

- Maintain the Facebook Group already established for Members and the MG-interested public. Approve new Group Members and monitor posts for appropriateness.