

President

Preside as principle officer at all meetings and functions, guide organization with scope of bylaws and charter, chair executive meetings. Public spokesman and Public Relations for Club. (News Media, other Clubs)

Vice President

- (1) Act in absence of the President in all duties of same
- (2) Act as chairman of Marques and coordinate all Marque sponsored events
- (3) Act as membership chairman including all activities relating to new and renewal memberships including sending out renewal letters and collections of dues.
- (4) All other duties as may be directed by President
- (5) Be members of all committees of Club and act as chairperson in event of absence of Committee Chairman
- (6) Chief Coordinator for all Club Officers & functions
- (7) Attend all exect. meetings

Recording Secretary

(W. Jean  
Bonner)

- (1) To record all minutes and maintain attendance records at meetings
- (2) Attend exect. meetings
- (3) Perform all correspondence with various clubs, etc.

- (4) Notify newspaper (publicity)
- (5) Coordinate with Vice President to update roster of all members and maintain mailing stickers on membership and Marque prospects

(6) Attend Exec. meetings

(7) Coordinate with Corresponding Secretary

(8) ~~Maintaining~~ Custody of corporate documents

Correspondence Secretary

(1) Prepare monthly news flyer and mail to membership.

Prepared all papers for Insurance Notification to Insurance Agency

(2) Attend exec. meetings

(3) Coordinate with Recording Secretary

(4) Mailings to "newsletters" "Wyres & Tyres"

Treasurer

(1) Maintain montary records and perform normal duties as disburser of all funds as to payment of bills



(2) Receive all new and renewal fees

(3) Prepare yearly budget for Club to be presented at designated time

(4) Give monthly report of treasury at regular meeting

(5) Furnish Yearly Report as to all income & disbursements at designated time

(6) Attend exec. meetings

(7) Check writing authority

Marque Leader

- (1) Attend all exec. meetings
- (2) Coordinate with Vice President on Marque Functions
- (3) Give monthly reports to membership
  - (a) Prospects
  - (b) ~~Tech Assistant~~ *List*
  - (c) Parts Assistance
  - (d) New Membership
- (4) Prepared "Profile Report" to News Editor for quarterly letter
- (5) Be responsible for monthly event on rotating basis
- (6) Develop Markque
  - (a) New Members (Quality)
  - (b) Restoration
  - (c) Operation Status
- (7) Assist in telephoning members for meeting */EVENTS*
- (8) Posters for Events
- (9) Appoint as necessary for assistance within Marque

News Editor

- (1) Prepare Wires & Tires - Quarterly
- (2) Attend exec. meetings
- (3) Advertising - assistance
- (4) Coordinate with Marque Leaders

ACCOMPLISHMENTS IN 1982

- (1) Nearly 200% increase in membership
- (2) Charters & Bylaws
- (3) Incorporation - Non-Profit
- (4) "News Letter"
- (5) Marque Leaders
- (6) Club Logo; Patches & Letterhead
- (7) Established annual events
- (8) Regular Meetings, Night & Place
- (9) Insurance Program

IDEAS FOR 1983

- (1) Decals
- (2) Jackets & Patches
- (3) Club Discounts
- (4) Publicity
- (5) Posters for Events