



Cape Cod British Car Club

Leadership Descriptions & Expectations

The Cape Cod British Car Club (CCBCC) is managed by a Board of Governors. Within the Board are two leadership groups that work together to manage the club: 1) the Officers comprised of the President, Vice President, Treasurer, and Clerk; and 2) a group of 6 elected members-at-large and the past President. The Officers serve one-year terms and are elected annually. The members-at-large are elected to 2-year terms, with 3 persons each year so there is continuous leadership in place. All positions are filled by members in good standing through an election process by the general membership at the Annual Meeting.

Each position participates in making strategic and operational decisions, managing fiscal responsibility, representing the club values and mission to its members and our community, encouraging membership growth and satisfaction, fulfilling our non-profit mission of education, and contributing to the club's overall success. The Officers also take on responsibility for day to day operations.

As members consider taking on a leadership position with the CCBCC, they should know the job functions and possible time requirements. The following is a set of guidelines outlining general expectations and responsibilities of the leadership positions:

- President
 - Provide leadership that creates club growth, membership enjoyment, fulfillment of member expectations, fiscal responsibility and compliance, legal compliance, establish and stay within ethical norms, maintain communications, sustain a positive public image, and execute the mission.
 - Manage day to day operations with the Officer team.
 - Leads development of a strategic plan that for sustainable longevity of the organization.
 - Leads execution of an action plan that drives fulfillment of the strategic plan.
 - Leads monthly meetings that documents status of the club, reviews progress of action plans, and decides next steps to be taken.
 - Forms a Nominating Committee to gather candidates for BoG positions.
 - Work with Recording Secretary to accurately post Minutes of Business Meetings.
 - Additional (temporary) Duties:
 - Monitor/facilitate e-mail discussions from the website.
 - Maintain the CCBCC website – act as Webmaster.
 - Act as Contributing Editor for articles submitted to the Marque.
 - Submit monthly “Presidents Boot” articles to the Marque.

- Vice-President
 - Work with President on all his/her expectations (see above).
 - Stands in for the president when he/she not available.
 - Events Manager -manages the Events Committee: timeline of events, calendar, schedules, guide individual event leaders, and works with other clubs to coordinate dates.
 - Deliver new events, educational programs, tech sessions, etc. that drives member excitement and participation.

- Treasurer
 - Work with President on all his/her expectations (see above).
 - Provide a monthly financial report with in-depth commentary that provides clarity and transparency to the entire Board and members about the club's financial operations.
 - Handle all reports, filings, etc with IRS (State & Federal) related to organization's tax and 501c3 requirements.
 - Manage all income, dues, and expenses, including bank account.

- Clerk
 - Work with President on all his/her expectations (see above).
 - Manage insurance arrangement with NAMGBR.
 - Obtain insurance certificates as required for events.
 - Manage all aspects of Membership: new members welcome, members listing, members personal details, members renewal, membership management, Marque subscriptions, member questions, etc.
 - Design, develop, and maintain an adequate supply of CCBCC business cards and flyers for potential new members, sponsors, partners.
 - Handle any legal filings with local, county, or state organizations.
 - Maintain By-Laws and Articles of the organization.

- Members-at-large and Past-President
 - Provide oversight/input on strategic plan, action plan, current activities, results.
 - Work with Officers on developing strategic plan and executing action plan.
 - Volunteer to lead projects as they occur or upon request from the President.
 - Represent & support the organization. Articulate who & what we are.
 - Be visible to membership & public. Attend events.
 - Attend Business Meetings
 - Provoke. Question. Contribute. Suggest. Engage. Volunteer
 - Provide oversight to legal, ethical, and financial issues so that the club is always in compliance: legally, ethically, financially.

- Non-Voting Positions & Appointments:
 - to facilitate the management of key topics, the President with BoG approval may create “Manager/Administrator” positions.
 - President appoints members by name to fill these roles.
 - These are unelected positions and therefore non-voting positions.
 - Attendance at business meetings is as needed.
 - Current Manager/Administrator Positions:
 - Regalia Manager – manages all aspect of CCBCC regalia business.
 - FB Administrator – manages all content CCBCC Facebook Page in conformance with guidelines and standards.
 - Recorder - takes minutes of BoG business meetings and other meetings when attending.
 - Possible future Open Manager/Administrator Positions
 - Communications Manager - newsletter, Webmaster, Marque contributing editor, etc.
 - Sponsorships & Partnerships Manager – finding, managing, closing

- **Attendance expectations (for all positions): IMPORTANT**
 - Attend at least 9 of 12 scheduled monthly meetings during the calendar year.
 - Give notice to the president if he/she cannot attend a monthly business meeting.
 - Attend 2 of 3 Signature Fundraising Events: Rallye Cape Cod, Joint Base Cape Cod Fund Raiser, and Freezing Fun Run 4 Kids.
 - Attend at least 50% of other scheduled events (shows, cars & coffee’s, cruises, general membership meetings, etc.)
 - If attendance is not maintained, the BOG will investigate and give notice to the member that there is a concern. If lack of attendance continues, the BOG will decide if the member should be asked to resign or dismissed.
 - In the event an officer or board member resigns or is dismissed, the open position shall be filled per the By-Laws.