

# **The Villages Convertible Club**

## **Roles and Responsibilities**

### **Updated September 2018**

#### **PRESIDENT**

The president is the spokesperson for the VCC. He/she is the face of the club and ensures that the club maintains a good community image. All officers on the board report to the president as well as the special events chair.

Responsibilities include:

- Creating club meeting agendas and presiding over club meetings, board meetings, and the annual party
  - Working with officers to plan the year's events, budget, policies and procedures
  - Managing the club permit with The Villages Recreation Department including requesting additional rooms for events and scheduling the annual party
  - Working with officers to ensure that all legal and financial responsibilities are met
  - Acting as Club liaison with Citizens First Bank and updates signature permissions as needed
  - Approving appropriate recipients for the club's charitable initiatives
  - Assuring adherence to all club policies and procedures and approving any exceptions
  - Assigning points to all club officers, leaders, and volunteers as appropriate each month and reporting to points keeper.
  - Maintaining the planning calendar for club officers and leaders
  - Overseeing the special events chair, points keeper, and parade chair.
-

## **SECRETARY/MEMBERSHIP SERVICES CHAIR**

The secretary and membership services chair is responsible for keeping all records current for the membership of the club, keeping board minutes, and coordinating the Solos Group and the meeting refreshments team.

Responsibilities include:

- Taking minutes at board meetings, providing copies to board members, and keeping a file of minutes
  - Processing all new memberships, ordering name badges, sending a welcome email and notices of open events to each new member
  - Working with the VP of communications to announce membership renewal dates, and coordinate information received
  - Processing all renewal memberships and keeping records current
  - Ordering and distributing VCC name badges and VCC car stickers
  - Ordering and selling VCC car banners to members
  - Overseeing refreshments chair and Solos Group chair
- 

## **TREASURER**

The treasurer is responsible for overall financial accounts, accepting credit card payments through WEPAY for membership, trips, and events. He/she processes cash and checks for the 50/50 raffle and banner sales. The treasurer makes disbursements as approved by the president and officers.

Responsibilities include:

- Working with the president and other officers to plan the annual budget
- Providing monthly reports on the financial status to the board and at monthly club meetings
- Tracking all deposits, expenses, fees, donations, distributions, reimbursements, and other financial items.
- Collecting 50/50 raffle proceeds at each meeting
- Paying club bills as approved
- Coordinating services with the WEPAY system and Citizens First Bank
- Preparing monthly tax report for the state
- Preparing annual tax report for state and federal government
- Renewing annual insurance policies
- Preparing all documents needed for annual internal and/or external audit
- Overseeing 50/50 raffle chair and assistant

## **VICE PRESIDENT OF COMMUNICATIONS**

The vice president of communications has the overall responsibility for the effective flow of information throughout the club including news, updates, announcements, and registrations.

Responsibilities include:

- Appointing an assistant VP (and one more assistant if necessary) to help with trip postings and assigning tasks as appropriate
  - Working with communications team (assistants, registration chair, and waiting list coordinator) to ensure that all trips and events are posted in a timely manner
  - Maintaining a master schedule for announcements, reminders, closings, final emails, and evaluations for each event
  - Producing monthly digital newsletter and email to membership
  - Working with team to prepare trip and event announcements, registration forms, waiting list forms, final emails, and trip evaluation email as requested for every confirmed trip and event
  - Serving as club liaison with Constant Contact program
  - Coordinate members' usage of points for early trip sign-up
  - Report points usage to points keeper
- 

## **VICE PRESIDENT OF INFORMATION TECHNOLOGY**

The vice president of information technology is responsible for all information on the club's website. He/she works closely with the president and vice president for communications to ensure that trips and events are available on the website and all club information is kept current.

Responsibilities include:

- Creating and maintaining all pages on the club's website
- Serving as club liaison with WIX web service
- Adding all events and trips to the Members Only page as they are announced
- Conducting training sessions for members on web page usage as needed
- Working with IT team to ensure that club lunches and dinners are posted and announced.
- Working with points keeper to update the points page monthly

- Gathering information needed from lunch host and dining out host to produce announcements, registrations, and waiting lists
- 

## **VICE PRESIDENT OF TRIP RESEARCH**

The vice president of trip research is responsible for providing trip recommendations to the club. He/she works with a research team to gather information and evaluate potential club trips and provides details on recommended trips to the trip planning committee.

Responsibilities include:

- Soliciting and generating trip ideas
- Researching information on suggested trips
- Creating brief descriptions on recommended trips and providing to trip planning committee
- Maintaining a master list of all trips considered and all trips taken by the club along with feedback notes

## **VICE PRESIDENT FOR TRIP OPERATIONS**

The vice president for trip operations has the responsibility to provide a full schedule of trips to the club. He/she works with a trip planning committee to confirm, schedule and facilitate a minimum of two trips (with one or more dates scheduled) each month except July and August as well as multi-day trips.

Responsibilities include:

- Working with planning committee to confirm trips for the year
  - Ensuring that trip planning forms are completed in full
  - Pairing trip leaders with confirmed trips
  - Scheduling the trips on a master schedule
  - Assisting trip leaders as needed to ensure details are arranged for each trip
  - Working closely with the vice president of communications to ensure that trips are posted in a timely manner and final emails are sent for each
  - Appoints and oversees a “Map Meister” to help trip leaders produce online/printable maps for each trip.
  - Collecting trip evaluations and sharing information with the research team and trip leaders as appropriate
  - Assigning points to trip leaders and reporting points to points keeper.
-

## **REGISTRATION/WAITING LIST COORDINATOR**

The registration and waiting list coordinator has the responsibility to monitor all active trip registrations and provide updated lists to trip leaders. He/she handles cancellation requests by providing names from the waiting lists and updates waiting lists and registration lists as needed for each event.

Responsibilities include:

- Monitoring registration lists of all active trips.
- Supplying trip leaders with a list of all registered as soon as the trip fills or at the cut off date. This list includes only names and phone numbers.
- Updating trip leaders with a final list before the final email is sent (8-9 days before the trip date) with a copy of this list to Kathy Dolence.
- Sending Jim Hartman, club treasurer, the final count of paid registrants for each trip.
- Calling or emailing trip leaders with any changes on their list after the final email was sent.
- Monitoring waiting lists for all active trips.
- Following the waiting list guidelines in supplying names and updating lists.

---

## **SPECIAL EVENTS CHAIR**

The special events chair is responsible for non-trip events held by the club. These are generally held within The Villages or nearby. The primary events are the annual car show at Sumter Landing and the annual party.

Responsibilities include:

- Working with the president and annual party committee to coordinate entertainment, catering, and decorations
- Coordinating with the treasurer to get appropriate checks written and paying the vendors
- Working with the vice president of communication to ensure that the annual party announcement, posting, waiting list, and final email are completed
- Scheduling the annual car show with The Villages Recreation Department.
- Coordinating all details of the car show and working with the vice president of communication to ensure that the announcement, posting, waiting list, and final email are completed

- Confirming any additional special event requests with the president and if approved, coordinate details.
- 

## **DINING OUT HOST**

The dining out host is responsible for selecting a restaurant within the local area (drive time 1 hour or less) each month (except July and August) and making dinner reservations for club.

Responsibilities include:

- Researching restaurants to select monthly
  - Confirming maximum number of reservations, dinner selections, cost, and any special requirements
  - Providing details to president and vice president for information technology
  - Ensuring that event is posted on website, announcement sent, and registration tracked, through the vice president of information technology
  - Ensuring that final email is sent to all registered
  - Coordinating travel at designated meeting place
- 

## **LUNCH HOST**

The lunch host is responsible for selecting a restaurant within a 30-minute drive of the Eisenhower Recreation Center each month (except July and August) for lunch after the club meeting.

Responsibilities include:

- Researching restaurants to select monthly
- Confirming maximum number of reservations, lunch selections, cost, and any special requirements
- Providing details to vice president for information technology
- Ensuring that event is posted on website, announcement sent, and registration tracked, through the vice president of information technology
- Reminding members at club meeting of restaurant location and directions

---

## **50/50 CHAIR**

The 50/50 chair is responsible for coordinating the 50/50 raffle held at each club meeting.

Responsibilities include:

- Staffing the 50/50 table at the back of the meeting room each month
- Bringing tickets and money box for sales
- Counting total dollars collected and determining prize amounts
- Awarding prize amounts at end of the meeting
- Giving club's share of the money to the treasurer

---

## **HISTORIAN**

The club historian collects documents, photos, items, etc. from long-time members to preserve the history of the club. He/she adds memorabilia each year from current club events and highlights.

Responsibilities include:

- Collecting any historical information on the club
- Cataloging the information in a logical way
- Providing historical information as requested by officers or members

---

## **REFRESHMENTS CHAIR**

The refreshments chair (aka “the coffee and donuts person) has the responsibility to provide fresh coffee and donuts for each club meeting.

Responsibilities include:

- Ordering appropriate amount of donuts each month
- Purchasing creamers, napkins, stirrers, and sweeteners as needed and setting up each month
- Picking up donuts and setting up on tables for each meeting
- Coordinating with the recreation center staff re the supply of coffee