

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

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 permits 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 with the assistance of the club treasurer.
- Approving the appropriate recipients for the club's charitable initiatives
- Acts as a liaison between board members, and disgruntled members.
- Assuring adherence to all club policies and procedures.
- Overseeing the special events, and parade chair.
- Approving refunds requested by members for special circumstances.
- Attend annual party
- Advise the Board of any information regarding a disgruntled member.

BOARD SECRETARY

The secretary is responsible for keeping all records current for the membership of the club, keeping board minutes, and monitors the Refreshments and Club Meeting Greeters.

Responsibilities include:

- Takes the minutes at board meetings, provides copies to board members on a timely basis, and maintains the board minutes file.
- Oversees the refreshments/greeters chairpersons and assists as needed.
- Assists the Membership Chair as requested.

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

- Attends all Board Meetings and Membership Meetings
- Assists and Attends the Annual Party

TREASURER

The treasurer is responsible for overall financial accounts, accepting credit card payments through STRIPE for membership, trips, and events. He/she processes cash and checks for the 50/50 raffle, and maintains the donut fund. The treasurer makes disbursements as requested by the Trip Operations person and the President.

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.
- Approves club requests and sets fee for trips in coordination with the VP of Communications.
- Tracking all deposits, expenses, fees, donations, distributions, reimbursements, and other financial items.
- Collecting 50/50 raffle proceeds at each meeting
- Paying club invoices
- Reimbursing members for services provided and expenses involved with running the club.
- Coordinating services with the STRIPE system and Citizens First Bank
- Preparing the annual federal income tax report, and monitors sales tax for Florida. Renews/Reviews and signs annual insurance policy.
- Preparing all documents needed for annual internal and/or external audit.

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.

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

Responsibilities include:

- Appoints an assistant(s) to assist with trip postings if needed.
- Posts trips/events in Membership Works.
- Works closely with the Trip Operations and the Financial Officer to ensure that all trips and events are posted in a timely manner
- Assists with the Pricing Worksheet for trip requests and answering questions from trip leaders.
- Maintains a master schedule for announcements, reminders, closings, final emails.
- Keeps an attendance list (if desired) of members participating in an event, and those on the Wait List.
- Monitors the wait list and provides information and assistance to the Wait List Coordinator.
- Keeps a copy of previous trips/announcements.
- Provides final trip emails to the trip participants.
- Serves as club liaison with the Membership Works program along with the Membership Chair.
- Monitors and maintains the club web page when IT is not available and makes changes as needed.
- Take part in Board Meetings and Membership Meetings
- Assists and attends the annual party
- Provide the President of any information regarding a disgruntled member.

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 VP of Communications to ensure that trips and events are available on the website and all club information is keep current.

Responsibilities include:

- Creating and maintaining all pages on the club's website
- Responds to all Board Members with IT communication issues.

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

VICE PRESIDENT OF TRIP RESEARCH/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 any multi-day trips.

Responsibilities include:

- Soliciting and generating trip ideas from the membership
- Assisting trip leaders as needed to ensure details are arranged for each trip and ALL forms are completed in full.
- Maintaining a master list of all trips considered and all trips taken by the club along with any feedback.
- Works with the planning committee to investigate trips for the year.
- Ensuring that trip planning forms are completed in full and have been sent to the Financial Officer and to VP of Communications
- Prompting prospective trip leaders to submit trip information via the Trip Planning Sheet as quickly as possible.
- Promote/encourage members to become trip leaders
- Encouraging prospective trip leaders at monthly meetings.
- Assisting trip leaders as needed to ensure details are arranged for each trip
- Reminds trip leaders to provide a map for participants.
- Works closely with the Member Communications person to provide any pertinent information.
- Assists and attends the annual party
- Take part in Board Meetings and Membership Meetings.
- Provide the President of any information regarding a disgruntled member.

MEMBERSHIP CHAIR

The Membership Chair is responsible for keeping all membership records current and accurate. The Membership Chair must ensure timely processing of new memberships received via email.

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

Responsibilities include:

- Process all new memberships received via email communication from membership system. Twice per year, create/update the new member welcome letter, working with VCC President.
- Ensure all instructions provided in the welcome letter align with current VCC procedures and practices.
- Set up the annual membership renewal notice letters before October 15 of each year in Membership Works and create the timeline for the 1st, 2nd and final notices to be emailed to members.
- Troubleshoot annual renewal processing issues as received from VCC members.
- Troubleshoot member logon issues or questions about Membership Works as received from VCC members, along with VP Communications.
- Provide current and accurate membership listing to VCC Board members, as requested
- Place the monthly order of VCC name badges to 3rd party vendor no later than day 3 of succeeding month.
- Ensure name badges received are accurate. Package name badges with a VCC car sticker for distribution at next monthly VCC membership meeting.
- Serve as back-up to VP Communications when requested for the set up and communication of upcoming VCC trips/events and dine-outs.
- Attend VCC monthly membership meetings and provide status update of membership
- Attend VCC Board meetings, as scheduled
- Schedule and attend the New Members Meeting each year.
- Assist, attend, and participate in the Annual Party
- Provide the President of any information regarding a disgruntled member.

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. Updates waiting lists and registration lists as needed for each event.

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

Responsibilities include:

- Monitor the Wait List of all active trips.
- Notify persons who are cancelling with the names of those on the Wait List.
- Provide emails and phone numbers of those on the Wait List to the member who cancels so they have the opportunity to sell their tickets.
- Advise trip leaders and VP of Communications with any changes.
- Supply trip leaders with a list of all persons registered as soon as the trip fills, or at the cutoff date. This list includes only names, phone numbers, and emails. This should be completed at least 5 days before an event and copied to the VP of Communications and to the VP of Trip Operations.
- Calling or emailing trip leaders with any changes on their list after the previous list was sent.

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 which is at the host's discretion. Make 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 of the event to the VP of Communications so the announcement can be sent out.
- Ensuring the final email is sent to all registered participants
- Refund participants of the "hold my seat" amount at the venue.
- Coordinating travel at designated meeting place and providing maps.

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 host luncheon after the monthly meeting

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

- Notify VP Communications as quickly as possible so the luncheon announcement can be sent to members. Preferably, two weeks in advance.
- Confirming maximum number of reservations, lunch selections, cost, and any special requirements
- Ensuring that events are posted on website, announcement sent, and registration tracked
- If there is an upfront cost, check off members as they arrive to ensure they have paid for the luncheon.
- Reminding members at club meeting of restaurant location and directions, provide maps

GREETER

The Greeter greets our members and guests at the door upon arrival at each Members Meeting. This role should be held by someone who is very friendly.

Responsibilities include:

- He/She guides prospective members as to where to find refreshments
- If the prospective member wants club information, he/she directs them to the Membership table.

50/50 CHAIR

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

Responsibilities include:

- Staff the 50/50 table at the back of the meeting room each month
- Bring tickets and money box for sales
- Counts total dollars collected and determines prize amounts.
- Awards prize amounts at the end of the meeting
- Gives the club's share of the 50/50 money to the Treasurer or President for deposit.

The Villages Convertible Club

Roles and Responsibilities

Updated November 2022

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 has the responsibility to provide fresh coffee and donuts for each club meeting. This position can be held by more than one person.

Responsibilities include:

- Make sure coffee, tea etc. are stocked at the club's main Recreation Building before the monthly meeting. The Recreation Dept makes the coffee, hot water, cold water for the event.
- Orders appropriate number of donuts each month to bring to the monthly meetings.
- Picks up the donuts before the monthly meeting and serves them to members.
- Purchases creamers, napkins, stirrers, cups, and sweeteners as needed and sets them up each month before the monthly meeting.
- Coordinates with the recreation center staff regarding the supply of coffee etc.
- Submits receipts to the Treasurer for reimbursement