

Approved 10/2015

**SCC Planning Committee Update (Maureen Spataro):** Our committee met with the SCC Executive Board on July 16<sup>th</sup> to discuss our proposed revision to the Officer Responsibilities (beginning in Jan. 2016). After making a few modifications we agreed to the proposed responsibilities presented here. We are presenting this for member review because members will vote on this at a later date. The required one month review period begins on the date of email distribution of this newsletter. If you have any comments or questions, please call Maureen at (919) 491-0844 or email her at mespataro@gmail.com.

**Proposed Officer SCC Responsibilities**  
(By-Law Reference: Article 7 – Duties of Officers)

**EXECUTIVE BOARD RESPONSIBILITIES**

- Develops a budget taking into consideration SCC club anticipated income/expenses including committee/event budgets.
- Approves emergency expenses if the issue must be addressed before it can be handled at the next member meeting.
- Identifies and coordinate locations for Monthly member meetings.
- Archives SCC essential documents and communications (e.g. event records, minutes, list of car show registrants)

**PRESIDENT RESPONSIBILITIES**

- Presides over regular, special, and Executive Board meetings.
- Authenticates all legally binding actions of the club.
- Appoints special committees necessary in carrying out club programs.
- Empowered to sign checks in the Treasurer's absence.
- Provides for an audit of books by appointing a committee of two people from the general membership. This shall be done at least one month prior to the expiration of the Treasurer's term.
- Initiates meeting with the Executive Board to develop Annual Budget.

**VICE PRESIDENT RESPONSIBILITIES**

- Acts for the president in his/her absence or disability.
- Serves as chairman of Membership Committee and is present at new member orientations.
- Reviews member applications and follows up with applicants.
- Maintains the membership list.
- Tracks payment of membership dues.
- Ensures the Board is informed of and complies with provisions of the By-Laws.
- Conducts member exit interviews to discern reason for leaving.
- Provides a current copy of the Constitution and By-Laws to each member.

**SECRETARY RESPONSIBILITIES**

- Writes and publishes minutes of all regular and Executive Board meetings.
- Tracks attendance at meetings.
- Writes letters concerning Club business as directed by the President or Executive Board.
- Maintains all correspondence, minutes, and documents they generate during their term.

**TREASURER RESPONSIBILITIES**

- Files applicable IRS forms and documents based on the tax status.
- Receives all monies for the Club, provides receipts when requested, and communicates monies received to respective event directors and committee heads.
- Maintains ownership for the PO Box key.
- Manages funds and keeps financial records, including Money Market and checking account records, all monthly and annual Treasurer Reports, and receipts and/or invoices to support disbursements.
- Reports all receipt and expenditures at regular meetings in the form of a written Treasurer's Report.
- Maintains a checking account in the club name and pays all bills of the club with checks from this account.
- Prepares and presents an Annual Budget to be approved by the general membership at the February meeting
- Provides financial records for SCC internal auditing by end of January.