



FCBCC Bylaws Appendix A

Club officers – definitions, responsibilities and qualifications

President

Vice president

Treasurer

Secretary

Membership Director

Event Coordinator – Non officer position appointed by President



Fox Cities British Car Club

ELECTED POSITION: PRESIDENT

You must be a current member of FCBCC for one year before you can apply for this position. Interested members may apply by submitting this form to admin@foxbrits.com

FCBCC: PRESIDENT'S DUTIES:

- Term: Two years
- The Club President provides leadership for all club operations and functions. When called upon, the Club President is the spokesperson for the club.
- Chairperson over all club meetings and functions. If needed, appoints necessary sub-committees and is a member of all sub-committees.
- Oversees the administrative activities of the club and the duties of the other officers to include registration, events, treasury, and email communication.
- Facilitates annual registration with the Membership Director, ensures club fees are accounted for (through Club Treasurer) in a format allowing the club to operate in a solvent manor.
- Along with the Membership Director, responsible for increasing membership within the club by recruiting new members and retention of membership base.
- Responsible for agenda setting for each club and board meeting (2-3 meetings per year) and ensuring that all meetings are well planned and organized.
- Works in unison with VP and Events Coordinator that all club events (Driving & Non-Driving) are scheduled and communicated via email to the club on a timely basis.
- Organizes the annual Winter Dinner, The Annual Club Meeting, Open House, The British Car Field Days Sussex, WI Car Show, and the Fall Tour events.
- Is responsible for all awards, trophies, and presentations during the annual meeting. Acts as the MC during the annual meeting or fines a suitable MC if desired.
- Encourage club members to run for all club officer positions. Succession planning, prepare President-elect for duties as your club's next chief officer.



Fox Cities British Car Club

FOX CITIES BRITISH CAR CLUB - OFFICERS APPLICATION

President - Vice President – Secretary – Treasurer - Membership Director

Name: _____

Number of years associated with the FCBC? _____

Have you ever been an officer of the FCBC? Yes _____ No _____

If Yes, position held and years of service _____

Have you ever been an officer of an organization other than the FCBC?

Yes _____ No _____

If yes, name of organization, position held, responsibilities

Additional Qualifications:

ELECTED POSITION: VICE PRESIDENT



You must be a current member of FCBCC for one year before you can apply for this position.
Interested members may apply by submitting this form to admin@foxbrits.com

FCBCC: VICE PRESIDENT'S DUTIES:

- **Term:** Two years.
- **Qualifications:** Well organized, outgoing personality, basic knowledge of computers to send emails and record data in an excel spreadsheet format.

Overview & Responsibilities:

- Vice President position is an elected member of the FCBCC and will become a member of the Board of Directors with voting rights for club related matters.
- Vice President provides leadership for club operations and functions. When called upon, the Vice President is the spokesperson for the club secondary to the President.
- Secondary chairperson over all club meetings and functions. If needed, works in unison with the President appointing necessary sub-committees and is a member of all sub-committees.
- Along with the President, oversees the administrative activities of the club and the duties of the other officers to include registration, events, treasury, and email communication.
- Vice President is responsible for increasing membership within the club by recruiting new members and retention of membership base.
- The Vice President & the President are responsible for setting agendas for club and board meetings (2-3 meetings year) and ensuring that all meetings are well planned.
- Works in unison with Events Coordinator ensuring that all club events (Driving & Non-Driving) are scheduled and communicated via email to the club on a timely basis.
- Provides assistance organizing the Annual Club Meeting, Open House, The British Car Field Days Car Show, and the over-night driving events.
- Assists the President selecting recipients for all club awards, trophies.



Fox Cities British Car Club

FOX CITIES BRITISH CAR CLUB - OFFICERS APPLICATION

President - Vice President – Secretary – Treasurer - Membership Director

Name: _____

Number of years associated with the FCBC? _____

Have you ever been an officer of the FCBC? Yes _____ No _____

If Yes, position held and years of service _____

Have you ever been an officer of an organization other than the FCBC?

Yes _____ No _____

If yes, name of organization, position held, responsibilities

Additional Qualifications:

ELECTED POSITION: SECRETARY



Fox Cities British Car Club

You must be a current member of FCBCC for one year before you can apply for this position.
Interested members may apply by submitting this form to admin@foxbrits.com

FCBCC: SECRETARY'S DUTIES:

- **Term:** Two years.
- **Qualifications:** Well organized, outgoing personality, basic knowledge of computers to send emails, record data in an excel spreadsheet.

Overview & Responsibilities:

- The Secretary position is an elected member of the FCBCC and will become a member of the Board of Directors with voting rights for club related matters.
- Primary responsibility is to maintain effective records. The Secretary shall attend all Board meetings (2-3 meetings annually) to record all recommendations & decisions made by club officers and documents actions undertaken by the club.
- In turn, the secretary is also responsible for sending a final draft of club minutes to all club officers so that a consensus can be formed pertaining to club initiatives.
- The club secretary is responsible for keeping a journal of all past club minutes.
- When called upon, acts as an information and reference point for the Board clarifying past practice and decisions.
- Helps Membership Director compile and send out Winter Dinner Invites and membership forms and participates in meet and greet function at club events.
- Keeps up-to-date contact details (i.e. names, addresses and telephone numbers) for the Board.
- In conjunction with the club treasurer, documents past club activities recording attendance and associated costs of club events. (Annual Mtg., Open House, Winter Dinner, etc.).
- Compiles lists of names and addresses that are useful to the club.
- In the absence of the Secretary, another Club Member shall be chosen by the President to perform said duties pro tempore.



Fox Cities British Car Club

FOX CITIES BRITISH CAR CLUB - OFFICERS APPLICATION

President - Vice President – Secretary – Treasurer - Membership Director

Name: _____

Number of years associated with the FCBC? _____

Have you ever been an officer of the FCBC? Yes _____ No _____

If Yes, position held and years of service _____

Have you ever been an officer of an organization other than the FCBC?

Yes _____ No _____

If yes, name of organization, position held, responsibilities

Additional Qualifications:

ELECTED POSITION: TREASURER



Fox Cities British Car Club

You must be a current member of FCBCC for one year before you can apply for this position.
Interested members may apply by submitting this form to admin@foxbrits.com

FCBCC: MEMBERSHIP TREASURER DUTIES:

- **Term:** Two years.
- **Qualifications:** Well organized, outgoing personality, basic knowledge of computers to send emails and record data in an Excel spreadsheet format.

Overview & Responsibilities:

- The Treasurer is an elected member of the FCBCC and will become a member of the Board of Directors with voting rights for club related matters.
- The Treasurer attends all Board meetings (2-3 meetings per year) to assist in the decision making for the club pertaining to actions undertaken by the club.
- Works in conjunction with the Registration Coordinator, organizing, recording and depositing registration and fees into the FCBCC bank account.
- The Treasurer will maintain effective records (Debits & Deposits) pertaining to the financial status of the club. When called upon, the treasurer will provide a detailed account for all expenses associated with the FCBCC to club officers.
- Treasurer will present a detailed report of all club expenses to include club expenses for the Open House, Winter Dinner, club awards, purchased tools & supplies, and rent for usage of the FCBCC clubhouse.
- This report will also disclose the account balance within the FCBCC's bank account. All deposits to the clubs bank account will be disclosed to include registration fees, sales of car parts, 50/50 donations, and any other miscellaneous income.
- Helps the club Secretary and Registration Coordinator compile and send out Winter Dinner invites and membership forms and participates in meet and greet function at club events.
- Works in conjunction with club officers pertaining to registration trends with a focus on keeping the club solvent (Total income coming in vs. liabilities of the club).
- Maintains Club status with the state of Wis. by keeping registrations and tax filings current.



Fox Cities British Car Club

FOX CITIES BRITISH CAR CLUB - OFFICERS APPLICATION

President - Vice President – Secretary – Treasurer - Membership Director

Name: _____

Number of years associated with the FCBC? _____

Have you ever been an officer of the FCBC? Yes _____ No _____

If Yes, position held and years of service _____

Have you ever been an officer of an organization other than the FCBC?

Yes _____ No _____

If yes, name of organization, position held, responsibilities

Additional Qualifications:

ELECTED POSITION: MEMBERSHIP DIRECTOR



Fox Cities British Car Club

You must be a current member of FCBCC for one year before you can apply for this position.
Interested members may apply by submitting this form to admin@foxbrits.com

FCBCC: MEMBERSHIP DIRECTOR DUTIES:

- **Term:** Two years.
- **Qualifications:** Well organized, outgoing personality, basic knowledge of computers to send emails and record data in an Excel spreadsheet format.

Overview & Responsibilities:

- The Membership Director is an elected member of the FCBCC and will become a member of the Board of Directors with voting rights for club related matters.
- The Membership Director attends all Board meetings (2-3 meetings annually) to provide an opinion outside of the club's President and Vice President pertaining to actions undertaken by the club.
- Responsible for increasing membership within the club by recruiting new members and retention of membership base.
- Oversees the annual club registration process. Annual registration is submitted by mail to club members at the end of each calendar year.
- The Membership Director maintains effective records (Excel format) of registration of club members for the current year, safe keeps data from past registrations, and communicates membership to all club officers.
- Communicates information pertaining to registration (Current year data, year over year data at the annual meeting and winter dinner.
- Helps the club Secretary and Treasurer compile and send out Winter Dinner invites and membership forms and participates in meet and greet function at club events.
- Works in conjunction with club officers pertaining to registration trends with a focus on keeping the club solvent (Registration fees coming in vs. liabilities of the club).
- In addition to documenting registration data the Membership Director keeps track of the number British cars by make within the FCBCC on an annual basis.



Fox Cities British Car Club

FOX CITIES BRITISH CAR CLUB - OFFICERS APPLICATION

President - Vice President – Secretary – Treasurer - Membership Director

Name: _____

Number of years associated with the FCBC? _____

Have you ever been an officer of the FCBC? Yes _____ No _____

If Yes, position held and years of service _____

Have you ever been an officer of an organization other than the FCBC?

Yes _____ No _____

If yes, name of organization, position held, responsibilities

Additional Qualifications:

APPOINTED POSITION: EVENT COORDINATOR



Fox Cities British Car Club

You must be a current member of FCBCB for one year before you can apply for this position.
Interested members may apply by submitting this form to admin@foxbrits.com

FCBCC: EVENT COORDINATOR DUTIES:

- **Term:** Two years.
- **Qualifications:** Well organized, outgoing personality, basic knowledge of computers to send emails and record data in an Excel spreadsheet format.

Overview & Responsibilities:

- Event Coordinator is an elected member of the FCBCB but is not a member of the Board of Directors.
- Event Coordinator is responsible for creating the schedule of driving and non-driving events for the upcoming year. Ideally, this list of events is prepared prior to the annual Winter Dinner.
- The Event Coordinator events schedule will be a mix to include tech sessions, car shows, club events, a variety of driving events, the Annual Meeting, Open House, and the Winter Dinner.
- After events has been created for the upcoming year the Event Coordinator shall seek approval of the list of events from club officers. The club President holds the right to change the schedule of events as needed.
- The approved list of upcoming events will be shared by the Event Coordinator during the Winter Dinner and the Open House.
- The Event Coordinator works in unison with the clubs I.T. director to ensure the clubs list of upcoming events is published within the FCBCB's website.
- The Event Coordinator will email events to club members on a weekly basis to inform members of upcoming event.
- Event Coordinator can seek the assistance of other members within the FCBCB to help plan new events. The objective is to provide a variety of new events year over year.



Fox Cities British Car Club

FOX CITIES BRITISH CAR CLUB - OFFICERS APPLICATION

President - Vice President – Secretary – Treasurer - Membership Director

Name: _____

Number of years associated with the FCBC? _____

Have you ever been an officer of the FCBC? Yes _____ No _____

If Yes, position held and years of service _____

Have you ever been an officer of an organization other than the FCBC?

Yes _____ No _____

If yes, name of organization, position held, responsibilities

Additional Qualifications:
