

APPENDIX A

ELECTED OFFICER DUTIES:

1. **PRESIDENT**: Calls and presides at all Club meetings; appoints all committees; leads all activities of the Club. Appoints the Chairperson and other members of any committees he/she feels are necessary for the good of club. At the December meeting the president shall appoint an Audit committee to audit the Treasure's books for the past calendar year. This committee will make a report to the club at the January meeting.
2. **VICE PRESIDENT**: In the absence of the President he/she assumes all duties of the President's office. The Vice President will continue in this role until the President returns. The Vice President is an Ex-official member of all committees appointed by the President.
3. **SECRETARY**: Keeps records of club activities as requested by the President and handles all correspondence. When the minutes of the monthly meeting are completed the Secretary will provide a copy to the webmaster to publish on the web-page and email a copy to members. The secretary will keep all records pertaining to Club members. He/she will keep current rosters of club members and distribute them to the members.
4. **TREASURER**: The Treasurer will keep all financial records of our club and each month deposit into the Club bank account all monies collected by the Club. The treasurer is authorized to pay the Post Office box rent when it becomes due without Club approval. The Treasurer will prepare and read a report of the club's financial records for the previous month at each meeting. A copy of this report will be given to the Secretary and to the Webmaster. At the December meeting the treasurer will be prepared to turn over the books to the audit committee.
5. **WAGON MASTER**: The Wagon master is responsible for recruiting a Trail Boss for each monthly outing. If the Wagon-master does not have a trail boss for the month, the Wagon-master if able to, will make the arrangements for that months outing. The Trail Boss will select a site for the outing, tour planning, parking, collection of fees and activity coordination.
6. **EXECUTIVE COMMITTEE**: Is defined as all our Club elected officers.

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OPTIONAL APPOINTED COMMITTEES AND DUTIES:

1. **LEGISLATIVE REPRESENTATIVE**: will keep members advised of potential law changes impacting RVing.
2. **PUBLICITY CHAIRMAN**: Publishes the chapter news in various media outlets.
3. **SUNSHINE**: Responsible for contacting any member that is injured or ill. (will send Get Well cards, sympathy cards, etc.).
4. **HISTORIAN**: Maintains a pictorial history of all club events. The Historian is to maintain records for the three years prior to the current year and is authorized to disperse and/or dispose of material older than that period.
5. **MEMBERSHIP**: Maintains a record of all new applicants. Contacts all prospective new members and gives them an application to join the Club and collects the forms after they are filled out. After the prospective new member has attended the 2 mandatory outings he/she collects New Member Fees of \$45.00, which will include dues for the year, 2 name badges, member booklet and their wooden rig for our club sign. Orders Club badges for new members. Contacts the webmaster to assign them a new login to the club website. Each new member will be given 1. A Club roster, 2. A copy of Standing Rules, 3. The duties of the trail boss and 4. A sample of a Club outing flier.
6. **WEBMASTER**: Develops and maintains a club Web-page. The web-page will contain a list of club outings and the monthly Trail Boss, Pictures of the club actives, the minutes of the previous months club meeting, treasurer report and other items requested by the President and other officers.
7. **AUDIT COMMITTEE**: During the December meeting, the outgoing President shall appoint 2 active members for the purposes of auditing the Treasurers books for the past calendar year. This committee will make their report at the following meeting.