

# LVMOC Administrative Positions

## President

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- Ensures that the Bylaws are upheld
- Arranges and conducts member and officer meetings
- Acts as liaison / coordinator between LVMOC and other clubs in the Miata community, clubs of other car makes, and automotive event organizers
- Recruits officers if a position is vacated between elections
- Presents an annual report to the club members
- Calls special officer meetings as necessary
- Receives and approves amendments to the LVMOC bylaws, after at least a two-thirds (2/3) vote of the general membership approves the amendment.

## Vice-President

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- Assumes the position of President should the President resign, be removed from office, or require a temporary absence
- Presents club event updates at the general membership meetings
- Acts as a resource to the President
- Coordinates nomination and election of candidates for vacant Board seats
- Ensures that an officer is present at all club sponsored events

## Treasurer

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- Responsible for all club funds
- Receives, deposits and disburses funds as appropriate
- Maintains financial records
- Writes quarterly and year-end financial reports and submits them to the Secretary for distribution to Board members and/or Club members.
- Receives new membership funds and forwards information to the Membership Coordinator
- Ensures that the Club conforms to its Internal Revenue Service 501(c)7 status

## Secretary

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- Maintains and distributes the LVMOC club's written records including bylaws, annual reports, and any other documentation deemed necessary by the Board. Maintains the most current versions of these documents and works with other officers to keep these documents up to date. Documents include the club calendar, officer position descriptions, membership and renewal forms, By-Laws, and other web-based documents.
- Records meeting minutes from officer and membership meetings and arranges for a substitute if planning to be absent
- Archives records required by Pennsylvania law and maintains tax-exempt status

## Governor

- Votes to break ties.
- Ensures that all decisions of the club are based on the bylaws of the club.
- Acts as **Club Event Coordinator** by reviewing all proposals, from LVMOC members, to add a drive or other event to the Club's Event Calendar. Determines that the requested date for a drive or other event is available and that the person proposing it is a current, paid member of the Club.

## Participation

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- It is assumed that all board members and appointees play an active part in the club's activities by attending events and contributing to the forum.
- All elected officers shall relinquish their records of the prior year to their successors at the end of their terms.

## Membership Coordinator (Non-Elected)

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- Maintains Membership Spreadsheet by entering information forwarded by President / Treasurer.
- Provides new member contact and orientation, explains benefits (discounts from sponsors, priority on drives, etc.)
- Works with existing members about any membership concerns
- Answers non-member questions
- Contacts non-members and encourages them to join
- Coordinates status of active members with Webmaster

## **Webmaster (Non-Elected)**

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- Maintains the LVMOC website ensuring that programs are current and relevant
- Responds to help information requests submitted to the site
- Provides help or How-To articles on web site features.
- Updates the front page with latest information and rotates photos to keep the page “fresh”
- Provides web stats quarterly to the officers
- Maintains the active registration status of the Club’s domain name, “lvmoc.net”, with Enom (domain name registrar)
- Ensures that the Treasurer has paid all fees related to maintaining the web site
- Maintains and updates member status on the web site (in conjunction with the membership coordinator)
- Maintains communication with website host, Xero Limit (Mike Mann)