

Texas W Club Officer Responsibilities

Texas “W” Club

This document is designed to serve as guidelines for Texas “W” Club officers, define the duties and provide consistency for new officers in their positions. The document is guidelines only and not part of our bi-laws and may be changed as needed.

This document includes officer responsibilities recommended by WIT and guidelines necessary for operation of The Texas “W” Club hereafter referred to as “the club.”

Adopted: October 17, 2009

Revised & Approved: January 27, 2012

Revised: March 5, 2014

Revised: June 10, 2015

Texas W Club Officer Responsibilities

President:

To lead the membership & coordinate affairs & events.

Encourage new club membership by visiting with all guests, at the opening and closing of each state meeting and rally.

Preside over meetings. Offers' recommendations and suggestions for consideration. In case of a tie, casts a vote.

Appoint committees as needed and serves as chairperson of all except the nominating committee.

Committee members serve at the pleasure of the president and may be excused without cause.

Insure all provisions of the WIT bylaws are followed.

Notifies WIT immediately of any accident or injury which occurs during any outing, meeting or rally.

Talks to dealers and coordinates Show & Tell Program.

Attends outing of other clubs or chapters as often as possible.

Encourages members to participate in club or chapter functions.

Works with the Area Representative in his/her area.

Requests' certificates of insurance from the WIT office, if required by campgrounds or fairgrounds.

Assures that necessary tax forms are filed each year on or before February 15.

a) Form 990-EZ

Follows up with each officer to be sure all duties are being performed.

Texas W Club Officer Responsibilities

First Vice President - Meeting/Rally Coordinator

Presides over meetings, if the president is absent.

Carries out duties assigned by the club bylaws.

Meeting/Rally Coordinator working with **the appointed wagon master to plan/schedule all meetings and rallies.**

- 1) Schedule meetings/rallies **at least** eighteen (18) months in advance., ~~host chapter assigned.~~
- 2) Coordinate and confirm **all** co-host chapter responsibilities for meetings and rallies.
- 3) Confirm ~~with host chapter~~ that required meeting/rally preparation and planning is complete.
- 4) Confirm that parkers greet all guests per the Meeting/Rally Preparation and Planning Guidelines, section H 16.

Second Vice President - Membership Coordinator

Prepare a Welcome Packet for guests, including Texas W Application and appropriate information.

Gather and share ideas from chapter presidents on recruiting new members.

Determine best use of mailing labels and reports from WIT

Review a list from state treasurer of Texas "W" Club members not renewed and contacts these members.

Benevolence.

1. Send cards to those with serious illnesses.
2. After receiving notification on the death of a member from chapter presidents, send condolence cards to family.

Texas W Club Officer Responsibilities

TREASURER:

1. Receives safeguards and keeps accurate records of all funds in the name of Texas "W" Club.
2. Disburse funds only for authorized purposes in accordance with Texas "W" Club bylaws.
3. Maintain a computer spreadsheet of paid members. This is the source list used by the secretary to maintain our club roster.
 - a. Include first and last names, WIT number and amount paid under year.
 - b. Maintain up to five years history.
 - c. Notify secretary and president of new members.
 - d. Members not paid by November 1 will be dropped from the list. Provide the secretary and 2nd vice-president with the list of new members and members not renewed.
4. Prepare and make available quarterly financial statements of Club income and expenditures. Give an oral report to the membership at the general meeting.
5. Prepare financial statement for each meeting/rally showing gain or loss.
6. Prepare the annual budget and present at the executive meeting in October prior to the annual meeting.
7. Recommend using accounting software, i.e. Quicken to record all financial transactions.
8. Submit to Farm & City Insurance the necessary form for reimbursement of the Ice Cream Social. Request should be made at least 30 days in advance, pre-approval is required before the event.
9. Provide Texas W Officers and Parkers a list of Texas W guests before each meeting/rally

Texas W Club Officer Responsibilities

SECRETARY (Rev. 3/5/14):

1. Maintain an up-to-date membership roster.
 - A. Use the paid list provided by the treasurer. Addresses, phone numbers, and e-mail will be added from applications. Only paid members are included on the roster. Members not renewed by November 1 will be removed from the roster.
 - B. Maintain honorary members and dealers on the membership roster.
 - C. Provide the current membership list to the president before each state meeting/rally.
 - D. Upon request, e-mail a membership list to current members or to other Texas W officers.
2. Record the proceedings of all general membership meetings and of all executive board meetings.
3. Maintain a separate e-mail list of Texas W members. The Web Master will provide and service this account, and the e-mail list will be provided to Texas W officers for announcements to the membership and for mailing of the Newsletter.
 - A. Add new member names & emails to the "newmember@texasw.org" account. Web Master will import this file into other officers email accounts. (Added 3/5/2014)
4. Send the following reports to **Membership Coordinator of WIT** each year:
 - A. Following the election in October of each year, send the Texas W officer roster.
 - B. In December of each year, after the update of membership roster, send a Texas W Club membership file. This is to verify that all members and applicants are members of National WIT.
 - C. Send notification of deaths of Texas W members, along with WIT number, surviving spouse, and club affiliation.
 - D. Following the October Chapter elections, send a list of presidents of chapters. Update as necessary because some chapters have elections at different times.
5. Send the following reports to **Club News Editor**:
 - A. Submit article for Club & Chapter News following state meetings or rallies.
 - B. Submit schedule of state meetings and rallies at the first of each year. Update as necessary.
 - C. Send notification of deaths of Texas W members, , along with WIT number, surviving spouse, and club affiliation.

Texas W Club Officer Responsibilities

SECRETARY (Rev. 3/5/2014): (continued)

6. NEWSLETTER GUIDELINES

Gather information to produce a quarterly newsletter to be mailed to the membership a minimum of 45 days prior to the deadline of the next meeting/rally. Information to include:

Club officers

President comments

Upcoming Meetings/Rallies

Registration form for next meeting

Information/announcements of interest to the members

Dues notices and reminders of dues deadline in third quarter newsletter.

Minutes from previous Meeting/Rally.

Should another member assume the responsibility of Newsletter Editor, the secretary will advise and assist the editor.

7. Handles all correspondence for the Texas W Club.

Chapter Presidents

Upon the death of a member or spouse of a member, it is the responsibility of the chapter president to which the deceased belonged to immediately send notification to all other Chapter presidents and to Texas W Officers.

Notification should include name, address, club membership, surviving spouse, and information on services. If information on services is not available at the first notification, e-mail the information as soon as it is available.