

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 bylaws 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 Revised: October 23, 2018

PRESIDENT:

1. Leads the membership and coordinates events.
2. Encourages new club membership by visiting with all guests, at the opening and closing of each state meeting and rally.
3. Presides over meetings.
4. Offers recommendations and suggestions for consideration.
5. In case of a voting tie, casts deciding vote.
6. Appoints committees as needed and serves as chairperson of all except the nominating committee.
 - a. Committee members serve at the pleasure of the president and may be excused without cause.
7. May appoint other optional positions as the Club sees the need, i.e. wagon master, director, chaplain, etc. Except any additional Vice President, who must be elected.
8. Insure all provisions of the WIT bylaws are followed.
9. Notifies WIT immediately of any accident or injury which occurs during any outing, meeting or rally.
10. Talks to dealers and coordinates Show & Tell Program.
11. Attends outing of other clubs or chapters as often as possible.
12. Encourages members to participate in club or chapter functions.
13. Works with the Area Representative in his/her area.
14. Signs all contracts with campgrounds for all Texas W events.
 - a. Requests certificates of insurance from the WIT office, if required by campgrounds or fairgrounds.
15. Assures that necessary tax forms are filed each year on or before February 15. a) Form 990-EZ.

16. Follows up with each officer to be sure all duties are being performed.
17. Appoint a committee for the purpose of auditing the financial records annually after the end of the fiscal year.

FIRST VICE PRESIDENT – Meeting/Rally Coordinator

1. Presides over meetings, if the president is absent.
2. Carries out duties assigned by the club bylaws.
3. Maintain Duties Checklist for the State Rally and Meetings.
4. Meeting/Rally Coordinator
 - a. Scheduling
 - i. State Rally
 1. Coordinates with President on the planning and scheduling of the State Rally.
 2. Insure that the scheduling is at least eighteen (18) months in advance.
 3. Coordinates responsibilities and insures completion of the rally requirements, using the Duties Checklist as a guideline.
 - ii. State Meetings
 1. Coordinates and confirms co-hosting with chapters.
 2. Insure that the scheduling is at least eighteen (18) months in advance.
 3. Follow up with co-hosts to insure all meeting preparation and planning is complete, using the Duties Checklist as a guideline.
 4. Help as needed.
 - b. Contracts
 - i. Insure that all contracts relating to State Rally and State Meetings are signed by the President.
 - c. Registration Form and Agenda
 - i. Work with President and Treasurer in creating the registration form for each meeting/rally.
 - ii. Registration form should be posted on Texas W website 45 days prior to meeting/rally early registration deadline.

- iii. Work to develop preliminary agenda to be posted on Texas W website 30 days prior to meeting/rally.

SECOND VICE PRESIDENT - Membership Coordinator

1. Prepare a Welcome Packet for guests at the State Rally and State Meetings, including Texas W Application and appropriate information.
2. Gather and share ideas from chapter presidents on recruiting new members.
3. Obtain current membership list from each chapter after their election of officers for inclusion into Texas W member listing.
4. Coordinate with the President for membership drive during the Grand National Rally (GNR).
 - a. Parade preparation
 - b. Head of Row decorations
 - c. Texas dinner
5. Benevolence
 - a. Send cards to members with serious illnesses.
 - b. After receiving notification on the death of a member from chapter presidents, send condolence cards to family.
 - c. Send notification of deaths of Texas W members, along with WIT number, surviving spouse, and club affiliation to the WIT Membership Coordinator.

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. Insure that the registration form will capture all necessary registration data, working with the First Vice President and President.

4. Maintain a computer listing of paid members.
 - a. Include first and last names, WIT number and amount paid under year.
 - b. Maintain up to five years history.
 - c. Notify President and Second Vice President of new members.
 - d. Maintain a current Active Member roster.
 - e. Email non-paying members to remind them of annual dues.
 - f. Coordinate with WIT annually to insure all active Texas W members are current WIT members.
5. Prepare and make available quarterly financial statements of Club income and expenditures. Give an oral report to the membership at the general meeting.
6. Prepare financial statement for each meeting/rally showing gain or loss.
7. Work with the President to prepare the annual budget for presentation at the executive meeting in October prior to the annual meeting.
8. Recommend using accounting software, i.e. Quicken to record all financial transactions.
9. Provide Texas W Officers and Parkers a list of Texas W registrants before each meeting/rally.
10. Assure that the books are submitted for audit once annually.
11. Prepare and file tax forms each year on or before February 15. (Form 990-N) Treasurer is responsible for determining proper forms to file.

SECRETARY:

1. Record the proceedings of all general membership meetings and of all executive board meetings. Record the proceedings of all general membership meetings and of all executive board meetings.
2. Send the minutes from the general membership meetings to the Texas W active members via email.
3. 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. Following the October Chapter elections, send a list of presidents of chapters. Update as necessary because some chapters have elections at different times.

4. Send the following reports to **Club News Editor**:
 - a. Submit article for Club & Chapter News following state meetings and state rally.
 - b. Submit schedule of state meetings and rallies at the first of each year. Update as necessary.
5. Handles all correspondence for the Texas W Club.
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
 - a. Information to include:
 - i. Club officers with contact information
 - ii. President comments
 - iii. Upcoming Meetings/Rallies
 - iv. Registration form for next meeting
 - v. Information/announcements of interest to the members
 - vi. Dues notices and reminders of dues deadline in third quarter newsletter.
 - vii. Minutes from previous Meeting/Rally. (edited if possible)
 - viii. In Memoriam of members who have passed
 - ix. Should another member assume the responsibility of Newsletter Editor, the secretary will advise and assist the editor.

CHAPTER PRESIDENTS

1. 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.
2. 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.
3. Serious illnesses of members should be communicated to Second Vice President for sending Get Well cards.