**Lakeshore Corvette Club Board of Directors Position Descriptions**

**President:** Shall be the chief executive of the Club. He/she shall preside at all meetings of the general membership at which he/she is present. He/she shall have the general and active management of the business of the Club, and shall see that all orders and resolutions of the members are carried into effect. He/she shall have the general powers of supervision and management usually vested in the office of president of a corporation. The President may have additional duties as may be prescribed in the Rules and Regulations and Bylaws.

**Vice President:** In the absence of the President, the Vice President shall perform his/her duties and exercise his/her powers.The chairpersons of all events shall report directly to the Vice President. The Vice President may have additional duties as may be prescribed in the Rules and Regulations and Bylaws.

**Governor:** Shall attend, and represent the Club at all National Council and Michigan Region meetings, or shall make such arrangements as are necessary to have the Club represented at these meetings if he/she cannot attend. The Governor will assist the Membership Director in logging Club membership into National and Regional databases. The Governor will be paid a mileage allowance to be paid at the current national standard for mileage incurred in performance of his/her duties and may be paid additional expense allowances as deemed appropriate by the Board. The Governor may have additional duties as may be prescribed in the Rules and Regulations and Bylaws.

**Secretary:** Shall record all proceedings of general membership and Board meetings. The Secretary shall be responsible for preparation, editing, and distribution of the Club newsletter. The Secretary may have additional duties as may be prescribed in the Rules and Regulations and Bylaws.

**Treasurer:** Shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursement in books belonging to the Club. He/she shall deposit all monies and other valuable effects in the name of the Club and shall deposit to the credit of the Club in such depositories as may be designated. He/she shall render to the President whenever he/she may require it, an account of transactions as Treasurer and of the financial condition of the Club. The Treasurer may have additional duties as may be prescribed in the Rules and Regulations and Bylaws.

**Membership Director**: Is responsible for managing all activities related to membership in the Club. This includes sign-up of new members, providing member info and packets, collection of annual dues, maintaining a current roster, and recording member points. The Membership Director may have additional duties as may be prescribed in the Rules and Regulations and Bylaws.

**Competition Director**: Shall perform duties and/or assignments as designated by the Board of Directors. The Competition Director shall be responsible for enforcing the NCCC competition manual under which all events are to be conducted. The Competition Director shall co-chair at least one NCCC sanctioned event per year. He/she shall prepare a calendar of LCC events and NCCC events to be presented to the membership each year. Examples of duties could include:

* Develop flyers for sanctioned events.
* Tech check cars at sanctioned events.
* Plan and coordinate Poker Rally and games.
* Data collection for points at NCCC events.
* Arrange suitable prizes and awards for NCCC sanctioned events.
* Check rally route as required by NCCC rulebook.
* Obtain NCCC insurance as required for events.
* Waivers as required by NCCC for events.