

## HDCC President Job Description

Updated by Dave Schneider, President 2023/24-24/2025

Congratulations on being elected to the position of President and thank you for accepting this important responsibility for the club.

The by-laws that were approved in January 2024 give the legal responsibilities of the office of President. This job description document is intended to give you an idea of what will be required of you over the next 12 months.

As you read through this, please remember that these are only guidelines and a combination of what your predecessors have experienced. If you find something that you would rather modify, delegate, or eliminate, please bring it up to the club at a meeting and see if a solution can be found. Always remember that at the end of your term, you will have the opportunity to modify these guidelines to reflect your experience.

**First Things First – these will need to be completed as soon as possible after you take office on April 1<sup>st</sup>.**

### **Newsletter – President Ponderings**

The newsletter has a section called the President's Ponderings. You are responsible for the content; this is your opportunity to update the club on topics of your choosing. Send the document by email to the Newsletter Editor by the 25<sup>th</sup> of the month for publishing on or near the first of the month. The editor sends out the newsletter on the 1<sup>st</sup> of the month. (Note: you will not officially take office until April 1<sup>st</sup>, but you will need to submit your ponderings to the editor on or before March 25th).

### **Bank Accounts:**

HDCC has a checking and savings account at First Interstate Bank. In the past couple of years, the President, Secretary, and Treasurer have been the official check signers. If there is a change in the President, Secretary, and/or Treasurer positions, new bank account signature cards will need to be filed with the bank. To change the signatures, each signer will need to visit the bank with their ID. You will also need official minutes from the club that recognize the board positions being official. This will be recorded in the March meeting minutes.

### **Oregon Business Registry:**

High Desert Corvette's Inc. is registered with the State of Oregon as a non-profit business. The registry lists the current President, Secretary, and Treasurer. If any of the offices change, the registry will need to be updated. The website is <https://sos.oregon.gov/business>. Search for High Desert Corvette, Inc. to change the registry. There is a \$50 annual fee from the State of Oregon. A yearly invoice will be sent to the club in June/July.

### **Yearly Budget:**

One of the first responsibilities you will have is to determine the club's operating budget for the year. Working with the club's treasurer, a budget will be prepared for the approval of the Executive Board. After being approved by the E-Board, the budget should be presented to the membership for approval at the May business meeting. The budget should include all the expenses to run the club for the current business year. The Board should use their experience and past year's budget as guidelines to prepare the budget. As part of the budget approval process, the club dues amount will also need to be determined for the next year. Consult the by-laws regarding the deadlines.

Actions to spend money outside the budget should be on the agenda so all club members can decide to attend the meeting before the vote to spend takes place.

### **Business Meetings:**

As President, you will run the club meetings. Per the by-laws, the date, time, and location can be set by the President. At one point, there was a tradition of splitting the meetings between Redmond and Bend, but over the last four years, the meetings have been in Bend. Many members live south of Bend and driving to Redmond in the winter can be challenging. Bend seemed to be an equal distance to those living north of Bend and south of Bend. But it will be up to you. You will need to prepare an agenda for the meeting that should contain the date, time, location, and any action items that will need to be voted on by the club. You should send the agenda to all club members a few days before the business meeting. It is a good idea to review the minutes of the business meeting from a year ago to see what topics are routine. For example, when preparing the business agenda for April, review the prior year's April minutes to see what was approved. Minutes can be found in the newsletter or the member's only section on the club website.

Presiding over meetings is a delicate balancing act between keeping order, keeping the meeting moving, and letting everyone have fun. The meetings are required to follow the Roberts Rules of Order. The Sargeant at Arms is responsible for maintaining order at the meetings and ensuring that these rules are followed by the President. A copy of Roberts Rules of Order will be provided to you by the club. Meetings typically run 30 to 60 minutes. Anything longer than 60 minutes will result in people getting restless. Try to encourage time for socializing either before or after the meeting. Always remember the primary purpose of the club is to have fun.

The club purchased a PA system that can be used at business meetings or other events. Many members are hard of hearing and the PA makes it so everyone can hear. Since you run the meetings, the PA will be in your care. It is up to you if you want to use it, but members who are hard of hearing will be thankful.

### **IRS Tax Return Filling:**

The club files an IRS 990-n non-profit tax return that is due by August 15<sup>th</sup>. It is very easy to do. You simply need to log in to the IRS website. The login name is the club email address. The Password is in the president's binder. It does require a two-party log-in procedure, so you will have to log into the club email account to access the code sent. This duty might also be passed on to the treasurer, that

is up to you. There is **no** financial data needed to complete the return if the gross receipts are under \$50k.

### **Emailing Cub Business:**

Correspondence to the club membership occurs frequently through email. You have two options to send out these emails. 1) create and maintain an email database on your personal computer of all members in the club and use your personal email. The Membership Chair will send you an updated roster of all current members to maintain your database, or 2) have the Membership Chair (currently Roiann Santos) give you access to the club's Gmail account and send the correspondence using the database maintained in the club's Gmail account by the Membership Chair. Using option 2 will result in emails being sent using the club's Gmail account. Please note that the webmaster has agreed to take responsibility for looking at all incoming emails from the club's Gmail account and responding to them. The webmaster will notify you of any important emails that you might need to respond to.

### **President Mystery Tour:**

As President, you will get to lead the President's Mystery Tour. It would be a good thing to start planning very soon after taking office. Hotels and events can be booked up early for large groups. It is up to you to pick the time and the location. Some past Presidents have held the tour during the week to avoid traffic and the busier times for restaurants and hotels. I wanted to hold the tour on a Friday through Sunday to give working members a chance to attend. The trip can be a one-, two or three-night event. Setting the dates early will help to increase attendance. You are expected to reserve the hotel rooms, plan the meals, and add activities to make the tour fun.

When selecting a hotel, many are willing to work with you by reserving a block of rooms. Some hotels might require a deposit. There are several ways you can arrange to pay for the hotel rooms. Pay yourself and collect from the participants, or you pay the deposit and have members pay when they check out. The advantage of paying yourself is that it will expedite the check-in process. For example, you assign the rooms yourself so the keys can be ready on arrival. This makes everyone happy not to have to wait. If you let the participants pay at check-out, the process to check in will probably take some time.

When reserving restaurants, make sure they will take separate checks. Many will not anymore. It will take some planning. The trouble with doing one check is how to separate it. Splitting evenly will make folks mad.

It is a good idea to pre-run the route to identify any route challenges or hazards. This gives you the opportunity to visit the hotel and restaurants before the event. It also allows you to find a route that avoids road hazards and construction zones. Check the road conditions before you leave to make sure no road construction involves chip sealing. I also tried to avoid traffic lights and congested routes that would separate the group. Remember, they will be following you and relying on radios for directions.

In October 2022, the club voted to increase the reimbursement to \$500 for the President to use for the pre-run. In the two years that I organized the PMT, as a result of inflation, \$500 was not enough. You have several options. You can, under the rules of the by-laws, increase this amount in the

budget and have the club approve of the increase. Another option is to make a separate agenda item and increase the amount by a vote of the club. Or you can leave it at \$500. In the prior President's duties, it stated the receipted expenses were limited to lodging, fuel, and stationery.

#### **President Perks:**

There are a few perks that go with being President. You are the lead car in any Parades the club might join, displaying the club banner. You will also be given a license plate frame that says HDCC President.

When we go to other club events, they sometimes offer the mic to visiting clubs at the end of their event. You will be expected to give information on any upcoming event(s) we have planned. Thank the host for the nice event, etc.

#### **Christmas Banquet:**

You will need to schedule a Christmas Banquet. You pick the time and date. This can be challenging around Christmas, so plan early. Many events want to charge an expensive room fee and require a minimum amount of revenue that is secured by signing a contract. Be very careful. Club members cancel at the last minute and the club could be on the hook to pay for their dinners. Make sure you communicate all the ends and outs of the event, including the cancellation policy. You might also put an amount in the budget for the room fee. The dinner expenses are paid by the members attending.

#### **Year End Banquet:**

You will need to schedule the Year End Banquet normally held between the March and April meetings. You get to pick the date, time, and location of the banquet, this event is usually more formal than the regular business meeting. Like the Christmas banquet, many venues want to charge an expensive room fee and require a minimum amount of revenue that is secured by signing a contract. Club members often cancel at the last minute and the club could be on the hook to pay for them.

The President usually gives gifts to other officers who have served during the year. I also chose to give gifts to the volunteers. You can set a gift budget during the budget process.

#### **Corvettes on the High Desert**

The COHD is a bi-annual event held in even years. Our last one was June 2024. If staying on schedule, the next event will be in 2026. There is a great deal of work involved in putting on a successful event. The key is to get an organized person to volunteer to be the COHD Chairperson. Along with the Chair, it will take many sub-committee chairpersons to help organize the event. The planning should take place ideally about 15 months before the event, but no later than 12 months. The COHD Committee meetings should be held apart from the normal business meetings to be productive.

#### **Club Logo and Hats:**

Club members can buy club logo attire from My Personal Touch in Redmond. The official club logo cannot be changed without club approval. The club can authorize the purchase of club logo hats for

resale to the members. You can purchase hats directly from My Personal Touch or order bulk hats from capwholesalers.com. The popular black hats with the checker bill can be purchased from Cap Wholesaler. The item # is Cobra 6-pannel PWS-K. Buying the hats in bulk is cheaper, but My Personal Touch charges more for the embroidery. It is almost a wash, but My Personal Touch does not sell Cobra hats with the checker bill.

### **Scholarship Committee:**

In January 2025, the club authorized the start of a scholarship program for \$1,500 to be given to a local student who will attend an auto technology school. The committee members to start the program are Dave Schneider, Leslie Cheney, Casey Gibbs, Mike McClean, Phil Derr, and Bill Sherrer. More information can be found on the club website.

### **End-of-Year Donations:**

Towards the end of the year, the club votes to give donations to local non-profit charities. In years past, three \$500 donations were made to three charities. Nomination can be made by any member in good standing. The nominations are drawn from a hat. The member that nominates the charity if selected can present the check to the charity. (Note: for 2025, the club voted to donate the \$1,500 budget to the scholarship program).

### **Other Items:**

You will want to rely on the other Officers and volunteers to take care of the duties in their area, but you may need to help remind people of different things during the year. Reading the by-laws will help you with some of the deadlines and reviewing the prior year's business meeting minutes will be helpful. You can always ask your predecessor.

Please remember that your fellow club Officers and volunteers are all donating their time. Everyone has a life and responsibilities outside the club. Generally, each member will try their best to do what is right for the club and to have fun in the process.

If you ever have questions or problems, please contact the prior President or your E-Board.

Again, congratulations, and thank you.

### **President Turnover Checklist**

- ☐ White President Binder and thumb drive
- ☐ PA System and wireless microphone system
- ☐ Club Sign (Foldable)
- ☐ Club Parade Sign – attaches to the car door
- ☐ President License Frame
- ☐ Password to IRS log-in
- ☐ Club Hats for sale (if any left)
- ☐ COHD Inventory List (in Reg's shop)