

San Diego Model A Ford Club

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JOB DESCRIPTIONS FOR COMMITTEE CHAIRPERSONS

(set forth by National and Local Chapter)

GENERAL INFORMATION FOR COMMITTEE CHAIRPERSONS:

The Regular Business Meeting is held on the second Friday of each month at 7pm at this location:

Carlton Hill Lutheran Church, 9735 Halbern Blvd, Santee, CA 92071

The Board meets quarterly, usually on Tuesday, the week before the regular Business Meeting at 7pm. See Quail Call for date and location of Board Meetings or call the President. It is not necessary for Committee Chairperson to attend this meeting unless he/she has some business that should be presented to the Board. That said, Board Meetings are open to all members at any time. Members are encouraged to stay informed and member input is always welcome.

Any articles for the Quail Call should be emailed to the Editor by the 25th of each month (address found in the front cover of the Quail Call)

The Club has a Post Office Box for all Club correspondence and is currently handled by Ray Beardslee. He will see that each Committee Chair receives mail that pertains to his/her office.

Club Mailing Address: San Diego Model A Club, P.O. Box 19805, San Diego, CA 92159

The Club has business cards and all Committee Chairpersons should have a few, to be handed out to interested individuals that he/she might meet during Club activities or when representing the Club.

CORRESPONDING SECRETARY:

The Corresponding Secretary shall execute all official correspondence with the National Clubs, and any other organization, while executing any duties connected with Public Relations, as follows:

- Send courtesy cards to Club members, such as Get Well, Thinking of You, Sympathy, Milestone Birthday or Milestone Anniversary Cards
 - Keep a complete file of all correspondence sent and received in the name of the Club.
 - Send articles to both National Clubs. MAFCA (**Restorer Magazine**) and MARC (**Model A News**) articles are due on the 20th of January, March, May, July, September and November. The current information on where to send the articles can be found inside both National magazines.
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MEMBERSHIP CHAIRPERSON:

The Membership Chair's responsibilities are as follows:

- Provide name tags at Business Meetings. Greet all members, give them a name tag and a blue raffle ticket for the membership door prize raffle at the Business Meeting.
 - Welcome any visitor and obtain their contact information. Give them a Welcome Letter with a Membership Application attached. During the meeting, introduce them to the membership and find out about their Model A. (year, body style, running or not, how long have they had it, etc.)
 - Supply Membership Packets to all new members. Keep the information in the packet up-to-date. A packet should include:
 1. a copy of the Constitution and By-Laws
 2. a current Roster and Service Directory
 3. a safety check list for tours and parades
 4. a list of suggested spare parts and tools to carry in Model A
 5. Touring guide lines
 - Keep an updated membership information list: Name, address, phone numbers, email address, birthdates, and anniversaries. Send a list of member's birthdays (month & day) and anniversary dates to the Quail Call Editor for publication each month. (due the 25th of each month)
 - Give new member's completed application form, along with their check for \$30 to the Treasurer. A copy or the original form goes to the Quail Call Editor so that the new member can be added to the google group email, newsletter mailing list, the Roster, and to the Quail Call.
 - Try to be a liaison between the Club and new members so that they don't fall between the cracks. If a new member has not been to a meeting in a while, send them a note, email or give them a phone call. If a new member needs help, suggest who in the Club might be able to assist.
 - The Membership Chair tracks and awards Club Membership Awards (in 5-year increments) at the Annual Banquet.
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FASHIONS/ERA CHAIRPERSON:

Discuss topics of Era Clothing and accessories at meetings or arrange for another Club member to do so. (It is always nice to see items and articles from old magazines.)

Send articles to the Quail Call Editor for publication monthly (due by the 25th of each month). A half to whole page article should usually be available for Fashions/Era.

PROPERTY CHAIRPERSON:

The Property Chair stores Club Property that is not already stored by other members. He/she keeps track of all Club Property, and provides the President and Board Members with an updated list of property at

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the beginning of each year. The Recording Secretary keeps a copy of the current property list in his/her book along with the minutes.

MAILBOX & MAILMAN:

There are two keys for the mailbox, Ray Beardslee currently has one and the other will be stored in the Treasurers case. The second key is loaned out to a substitute as needed. It is attached to an emergency brake handle. The P.O. Box is located at the San Carlos Post Office.

REFRESHMENT CHAIRPERSON:

The Refreshment Chair's responsibilities are as follows:

- Maintain the Club cupboard at the Church, with coffee pot, punch bowl, cups, plates, napkins, and utensils, etc.
 - Maintain a sign-up sheet of volunteers to provide refreshments (usually 5-6 people per meeting)
 - Call or send a reminder email to the people signed up to provide refreshments for the Business Meeting on Monday before the meeting. Also send the names of those who have signed up for the month to the Quail Call Editor for publication. (due the 25th of each month)
 - Purchase supplies as needed: cups, plates, utensils, napkins. Submit those bills to the Treasurer for payment at a Business Meeting.
 - In the past, the Refreshment Chair has coordinated the Annual Banquet, which includes securing a location, a caterer, table decorations, etc. The chair may do this or delegate tasks to other members. (The banquet has become more involved lately, with themes, entertainment, raffle prizes and silent auctions, but if the Refreshment Chair would like to coordinate the Annual Banquet, talk to the President.)
 - Maintain the Headlight Donation Collection Plate at the Business Meetings to help cover cost of supplies. Count the cash donations and turn it over to the Treasurer at end of the meeting.
 - The Refreshment Chair may choose to have theme months honoring Mother's Day, Father's Day, Holidays, ice cream socials, appetizers night, or any other ideas.
 - See that the kitchen is cleaned up and Club items stored back in Club cupboard before leaving. People who provide goodies are asked to take their plates and leftovers home with them.
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WAYS AND MEANS CHAIRPERSON:

The Ways and Means Chair responsibilities are as follows:

Purchase Model A parts and other items for raffle, spending approximately \$50 per month. Donations of raffle items from Club members are always welcome.

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Present these items for raffle each month, sell tickets (4 for \$1), conduct the raffle following the meeting break time. Count and turn over all money to the Treasurer.

50/50 raffle is also available \$1 per ticket and the pot for each night is split with the Club.

Each member will receive a blue raffle ticket from the Membership Chairperson for the door prize drawing at the end of the raffle drawing. (Currently a \$15 gift card)

ACCC REPRESENTATIVE: (DEFENDER)

The Defender reports to the Club on the quarterly newsletter from the Association of California Car Clubs (ACCC), whose lobbyist in Sacramento watches legislation that could affect the classic car hobby.

The Defender can also draw on information from other publications, such as Hemmings Motor News, Old Cars Weekly, other car club newsletters, daily newspaper, etc.

MERCHANDISE CHAIRPERSON:

The Club has club merchandise for sale (hats, jackets, button down shirts, etc.) These are all machine embroidered, and silk screen tee shirts are also available. There are magnet signs for member's cars that can be ordered.

Maintain a limited supply of these items at all times. Special orders can be done with about a 2 week turn-around time. Special orders must be paid for in advance.

Create a flyer with pictures of the items for sale for the New Member Welcome Packet. Prices may vary so an approximate cost should be listed.

GOOGLE GROUP EMAIL SITE MANAGER: www.sdmodela@googlegroups.com

This site was set up by Bud Swartwood and allows members to email to the whole Club at one time. Bud Swartwood and Valarie Basham are the managers of the site and keep it updated as members join and leave the Club. Members can use the group email address once they provide an email to the Manager. The group email is very effective for Board Members to send out reminders to members of upcoming events (tours, parades, meetings). Any member can send out Club related information through this site. Whomever generates the email receives the replies to it.

WEB MASTER

Website Address: www.sandiegomodelaclub.com

The Web Master must understand computers and how to keep the website functioning. The Club website should include, but is not limited to the following:

- Business Meeting time and location
 - Archive of monthly Quail Call newsletters, past issues going back 3-5 years
 - Current pictures from past tours, parades, car displays and seminars
 - Member's pictures with their names and car information (year and body styles)
 - Links to the National Clubs:
 - MARC: Model A Restorers Club
 - MAFCA: Model A Ford Club of America
 - MAFFI: Model A Ford Foundation Inc. (Model A Museum in Hickory Corner, MI)
 - Link to photo accounts set up by members, for example: Jim Train's (sandiegomodelaclubshutterfly.com)
 - Contact information for Board Members
 - Membership forms for joining the Club
 - Constitution and By-Laws
 - Job Descriptions for Board Members and Committee Chairpersons
 - Touring guide lines
 - List of tools and spare parts to carry in car
 - Suggested maintenance guide for cars
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QUAIL CALL EDITOR:

The Editor will collect articles from all Board Members and Committee Chairpersons for the upcoming issue. The deadline to submit articles is usually the 25th of each month. This may vary depending on the way the calendar falls. Members are to receive their newsletter as a reminder and notice one week before the Business Meeting which is always the second Friday of each month. If there are time-sensitive parades or other activities, the Quail Call may go out earlier.

Once the articles have come in, it is up to the Editor to fill in the available space with filler articles, pictures from events, and other articles that are Model A appropriate. This changes from month to month, and may include: Holidays, Annual Banquet information, membership dues renewal, etc.

There are guidelines from both MARC & MAFCA as to what each newsletter issue should have in it.

The Editor also maintains the contact information for the Roster. New Rosters are printed each year and distributed at the February meeting, one free copy per family, with additional copies available for purchase. A Member snail mail address list should be maintained, as well as a current email address list.

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The Editor mails out the Quail Call so that it arrives the week before the Business Meeting in both snail mail and email format. Receipts for printing and postage are given to the Treasurer.

The Editor maintains the Membership Cards that are distributed each year at the Annual Banquet (It is recommended to scan in the President's signature so that he/she does not have to sign each individual card.)

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