

Appendix A

Revised 1/28/2018

FGRS EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

Section 1: Elected and Appointed Outgoing officers are to contact their respective replacement prior to January 1 of the new officer's term to transfer records and discuss pertinent issues.

a. **President:** Is the Chairman of the FGRS Board of Directors who is responsible for the overall operation of the FGRS. The President shall chair meetings of the FGRS Board of Directors and shall appoint all committee chairpersons, as needed. The President shall determine FGRS policy, subject to the approval of the FGRS Board of Directors. The President shall be the protector of the club marks and make sure the club remains in good standing with the State of Florida.

b. **Vice President:** Duties are as assigned by the President. The Vice President performs the President's duties in the absence of the President and is the President-elect taking over after the President's two-year term is completed.

c. **Treasurer:** The primary responsibilities of the Treasurer are maintaining a current accounting of the FGRS finances, the timely reconciliation of those accounts with monthly bank statements, the reimbursement of expenses and filing appropriate documents with the State of Florida and the IRS. The Treasurer is the second alternate in the line of succession if the President and Vice President are unable to complete the term of office. In addition, if the President & Vice President are unable to attend a sanctioned club meeting the Treasurer will assume the leadership role.

d. **Secretary:** The principle responsibility of the Secretary is keeping the records of the minutes of the FGRS business meetings, FGRS Board of Directors meetings and other duties as assigned by the President. The Secretary shall submit the minutes to the board for final approval. Once approved they will be submitted to the webmaster. The minutes shall also be shared at the next official board meeting.

e. **Membership Director:** The primary responsibilities of the Membership Director are: maintaining a current membership roster, printing and distribution of that roster to the membership, collecting dues and turning them over to the Treasurer within ten days of receipt, and updating reports of payment of dues. He/she is responsible for maintaining a database containing names, addresses and telephone numbers of all members, providing for name tags for new members as needed/requested, and other duties as assigned by the President. The Membership Director shall provide the Newsletter Editor with information on approved applications for new members prior to each mailing of the FGRS Newsletter and will also provide him/her with changes of addresses, etc., for current members.

f. **Newsletter Editor:** The primary responsibilities of the Newsletter Editor are: collecting material from within the FGRS as well as from the hobby in general, collating and editing the material for publication and publishing monthly issues of the FGRS Newsletter. The Editor shall be responsible for newsletter content, publication process, publishing, printing and mailing or other distribution as needed. Assistance from the membership may be sought in any or all of these activities.

g. **Web Master:** The primary responsibilities of the Web Master are: collecting material from within the FGRS as well as from the hobby in general, collating and editing the material for publication and publishing such material on the FGRS Web Site. Material shall include adaptation of the FGRS Newsletter for publication on the Web Site. The Web Master shall be responsible for Web Site content. Assistance from the membership may be sought in any or all of these activities.

h. **Event Chair:** Shall be responsible for creating and maintaining the FGRS event strategy and execution such as attendance at local and regional train shows, or other activities that further the awareness and visibility of the club. The event chair will also help create and coordinate club events and activities such as but not limited to Swap meets, fun runs, club trips, etc.

i. **Member-At-Large:** Responsibilities include bringing information to the board from his/her geographical area.

J. **Past President:** Primary responsibility will be to advise the president & board as needed. This is a non-voting two-year position.