**Club positions and responsibilities as written by Lori Connelly.**

Definitions of each Coordinator Leader(s) (All can be shared position with another person)

Each area will have their own group of members to help with responsibilities.

**Please review and add your thoughts.  We will discuss these suggestions at the Nov. meeting.**

**A person can sign up for more than one area.**

**Car Show Coordinator(s):**

Encourage, support, and aid each car show coordinator leader.

Answer questions from the public, members, car show participants.

Keep all coordinators to a timeline.  Make reports to Website & Email/Facebook Coordinators

Respond and record all car show entries via website coordinator, mail or in person.

Job requires on and off work from January to the end of the show.

**Harbor Contact:**

Contact Harbor officials for all car show needs on site.  (Separate jobs include: Payment, space, venders, parking, dates, clean-up, flat bed trailer etc.)

This person(s) will be working with the Vender set-up coordinator, there will be decisions where all booths will be located.

**Harbor Parking:**

Job requires early spring work as well as on site during the show work.  A group of people will be needed to help this person(s).

This person will take care of all parking needs in the harbor.

**Sponsors:**

This person(s) coordinates members to contact area organizations for donations to support the car show.

An on-going list of donations-auction items-raffle items, etc. is created and communicated to all members and is to be completed by April 30th.   There is a possibility that some donations come in later in May.

This person(s) collects all money and raffle items to distribute to the appropriate person in charge.

All members are asked to help Mar-Apr. in this area if possible.  This job starts in February and ends the day of the show.

**Scoring/Judges/Awards presentation:**

This person(s) reviews scoring sheets, finds judges for the show, assigns judges with scoring sheets and coordinates those that tally the scoring sheets for the trophy presentation on the day of the show.

Organization of awards/presentation the day of the show—passing out of the trophies the day of the show or finding a presenter of trophies—and mailing of any plaques that remain the day of the show.

Job requires some work in the spring and during the day of the show.

**Awards/Apparel Design & Orders:**

This person(s) finds the main sponsor and works with them to create the t-shirt design.

This person(s) keeps the main sponsor on task with deadlines up to the day of the show.

Job requires multiple meetings with the sponsor starting early in January.

This person(s) will order all plaques, etc. needed for the car show.

Planning of plaque assembly meeting and coordination with members.

Work on awards/plaques must be completed and in hand by early May.

Delivery of awards the day of the show.

**Venders/Booths:**

This person(s) coordinates the presentation of booths (raffle prizes, donut/coffee, t-shirt sales, announcing, table set-up, entertainment and club needs)

This person(s) also finds/coordinates outside venders to be at the show as well as scheduling all member workers for the booths.

This person(s) will be working with the Harbor set-up coordinator, there will be decisions where all booths will be located.

All members are asked to help with set up and clean-up of tables and supplies.

This job requires work throughout the spring and during the show.

**Azalea Parade:**

This person(s) lines up the cars for the parade

This person(s) passes out window stickers for the judging of the parade

**End of Car Show Responsibilities**

**Website:**

This person(s) keeps the website up to date, adding all information as needed.

This person keeps payment of website hosting and domain name current.

This person will answer contact forms when received.

This person will monetize website via outside sponsors.

This person will create, update and record: membership renewals, apparel sales, special sales, online show registration page, online show information page, and sponsor page.

This person will record and update car show entries when received and pass information to Car Show Coordinator.

This is a yearlong job done at home.

**Member Email/Facebook communications:**

This person(s) helps all group leaders with any communications that must be relayed to members.

This is a yearlong job done at home.

**Trailer:**

This person(s) is responsible for housing, transportation and organizing the Club Trailer for club events.

**Food Bank:**

This person(s) delivers food/money from each meeting.

This person(s) organizes the yearly parade of Club Members & cars to the Food Bank lot.

**Azalea Park Concert Parking:**

This person(s) coordinates Members to park cars for each concert offered in Azealia Park.

This person(s) is the contact person for the Azealia Park coordinator.

This job requires coordination/contact with the email/Facebook person to keep all members informed of duty sign ups and needs to fill spots.

This person(s) has one person assigned to pick up supplies needed for member workers.

This job is during the months of July, August and September (8+/-shows)

**Club Picnic/Christmas Parties:**

This person(s) plans dates, contacts members as well as Elks Club personnel for these separate party needs.

This person(s) is responsible for finding cooks, table set-up, filling in the details for each party and sharing that information with the Website and/or Email/Facebook Coordinators.

**Show-n-Shines**

This person(s) coordinates/plans for any community show-n-shines.  Dates are shared with Website and Email/Facebook Coordinators.

This person(s) coordinates any drive through show-n-shines with Elder Care Facilities.  All dates are shared with Website and Email/Facebook Coordinators.

This job requires community contact.

**Treasurer:**

This person(s) collects all monies from the car show, dues, donations, etc. and make deposits with the bank.

Any monies for the Food bank are given to the Food bank coordinator.

This person(s) sends a report to each monthly meeting of amounts in each section of the bank account.

This person(s) reviews and plans for this years’ recipients of donations after all has been collected.  By October, the results are brought to the Club meeting, discussed, and voted on.

This is a yearly responsibility.

**Secretary/Recorder:**

This person(s) takes meeting notes, types them up and sends them to the Email/Facebook Coordinator for monthly posting.  They also read the minutes of past meetings at each Monthly Club Meeting.

This person(s) runs the 50-50 at each meeting and keeps the supplies for this project.

This person(s) collects the money/food donated for the food bank from each meeting and gets them to the Food Bank Coordinator.

This is a yearly responsibility

**Vice-President:**

This person takes the place of the President when he/she is out.

This person helps with important contacts for the club.  i.e.: Harbor contact for the show, Main Sponsors for the show, etc.

**President(s):**

This person(s) designs, plans, runs each monthly Club meeting.

This person purchases club apparel and brings all necessary items relating to club sales and service to each meeting.

This person(s) responsibility is to keep each coordinator apprised of their important dates and when they are needed to report in person at Club Meetings in preparation of any Club activities relating to their group.  Takes charge of all communications to club members—weekly/monthly.

This person(s) keeps all records of any past or present printed materials needed for group coordinators.

This is a yearly job that requires close communication with the public and all group coordinators.

This person(s) will present all donations to community service organizations at the meeting in October.

This person maintains an accurate account of current membership (including dues paid).