

## **Monaco America Officer Responsibilities, NOT all encompassing:**

### **President**

- Conducts all Chapter meetings in an orderly and business-like manner in accordance with the FMCA. Constitution, Bylaws and Member Code of Ethics.
- Appoints all Chair positions, except Nominating Committee.
- Responsible for seeing that all the duties and responsibilities of all the other chapter officers are performed in a timely manner, in accordance with FMCA's requirements.
- To assure, if possible, that the Chapter is represented at FMCA's Governing Board Meetings.
- May act as Rally Master unless someone else is appointed.
- The lead person in efforts to insure the Chapter's growth and vitality.
- Submits articles for all editions of the Monaco America News, on a timely basis as set up with and agreed to by Monaco America's Newsletter editor.
- Keeps Chapter members informed of critical information, plans, happenings, etc; through postings on the Monaco web site or by emails submitted to Monaco America's Webmaster for transmission.
- Conducts the annual election at the Chapter's Spring Rally.
- Conducts all meetings in the manner spelled out in Robert's Rule of Order Newly Revised.
- Ensures the Chapter's **Standing Rules** and **Bylaws** are current and in compliance with FMCA's requirements.

### **1<sup>st</sup> Vice President/Rally Master**

- Primary responsibility: Most facets of the Chapter's semi-annual Rallies, a list of most of these responsibilities is attached.
- The appointment of Assistant Rally Master for the semi-annual rallies, if deemed appropriate.
- To fill in for the Chapter's president in his or her absence.
- To submit an article for each publication of the Monaco America News.

### **2<sup>nd</sup> Vice President/Safety & Security**

- Responsible to make sure the Chapter's rally sites are safe and secure during the semi-annual rallies; to include: that all building exits are properly signed, fire precautions and procedures are understood, storm shelters are identified, all unique site potential problems are identified, and the handling of medical emergencies; all of these needs must be shared with all rally attendees, either at the rally Welcome Meeting and/or via hand-out upon arrival.
- To insure that drivers of **all** golf carts, personal or rental, used at Chapter Rallies, understand their use responsibilities and sign the appropriate form. The 2<sup>nd</sup> VP to keep these forms on file.

- To report any accident to the Monaco America Board, if there should be any injuries appropriate reporting to FMCA is the 2<sup>nd</sup> VP's responsibility. This is critical since our Liability Insurance is through FMCA.
- If there should be problem(s) with a rally/meeting attendee or attendees, they are to be addressed with the offending parties with the Rally Master. If further action is deemed necessary, the infraction is to be brought to the President's attention for resolution as described in the Chapter's Bylaws.

### **Secretary**

- For certification purposes, no later than December 31<sup>st</sup> of each year, the secretary shall submit to the National Office of FMCA a list of its membership, a list of incumbent officers, and certify that the chapter held the required meetings in the Chapter's previous fiscal period.
- Within thirty days of an election, the secretary shall furnish the National Office of FMCA a list of newly elected officers or change in status of chapter officers. The report shall include addresses and telephone numbers of each person elected.
- Prior to each Governing Board meeting, the Chapter secretary shall complete and return the Governing Board roll call sheet verifying the National Director, Alternate National Director, or Temporary Delegate for the chapter.
- The secretary may complete the Association Calendar mail-in form, if the chapter wants its rallies listed in the "Association Calendar" section of the appropriate issue of *Family RVing* magazine.
- The secretary shall keep a formal record (minutes) of the proceedings of all meetings of the chapter's membership. This record shall be read and approved at the next meeting, unless said reading is waived by majority vote. The minutes of all meetings is to be kept available in the event a member of the chapter desires to read them.
- The secretary shall keep the minutes for all Monaco America Board meetings.

From the **President's Handbook**, a complete copy of *The Guidelines or Chapter and Area Association Secretaries*, is available for any member to read or copy.

### **Treasurer**

- The chapter treasurer receives, safeguards and holds all chapter funds in the name of Monaco America.
- The treasurer keeps accurate accounts of all the chapter funds and renders reports on same at each business meeting of the chapter's membership.
- The treasurer disburses funds only for authorized chapter purposes, and only in accordance with chapter bylaws and/or standing rules.

- The treasurer is responsible for obtaining and maintaining the chapter EIN (Employer Identification Number). The treasurer is also responsible for providing verification of the chapter's gross receipts to the National Office.
- The treasurer is responsible for filing an electronic IRS form 990-N e-Postcard which is required for all chapters with gross receipts under \$50,000.00.
- The treasurer should assure that an annual audit of the chapter's financial books and records shall be undertaken and reported to the membership.
- Treasurer is required to keep all Monaco America funds in an FDIC insured account

The complete *Treasurer's Guidelines* is available in the **President's Handbook**, for any member to read or copy.

### **National Director & Alternate National Director**

- The National Director serves on the Governing Board of FMCA.
- The term of a newly elected National Director or Alternate National Director begins after the National Office receives written notice of said election and has verified that the person is qualified.
- If a vacancy occurs in the office of National Director, the Alternate National Director shall immediately assume this office, and this shall be promptly reported to the National Office.
- If the National Director cannot attend the Governing Board Meeting, the Alternate National Director may serve in his/her place.
- The National Directors should keep their chapters informed of items pertaining to the National Organization and of the FMCA Areas, as well as keeping the National Organization apprised of items happening on the Chapter level. Another important duty is participation in and voting during Governing Board meetings.
- It is the Chapter's desire that either the National Director or the Alternate National Director attend the Governing Board meetings. We recognize that personal circumstances may sometimes circumvent this.

### **Note:**

Any member should feel free to contact any current office holder with questions regarding their responsibilities, concerns, problems encountered, etc. It is your club's current Board's desire to get more of our members involved in the functioning of Monaco America. All these positions listed above are members of Monaco America's Executive Board and are charged with the responsibility to properly run the organization. The more involved you are the more fun you may have.

This is your club..... Jump in!

Revised: February 12, 2020