

Classical Glass Corvette Club

This is a motion by Rick Clarke, Vice President, to create an officer position of Recording Secretary and one as Events Coordinator with both positions being exempt from dues. The reason being the past and current duties of the Secretary seem to be continually expanding, and a lack of willing volunteers coming forward.

Recording Secretary duties:

1. Take notes/minutes at club meetings.
2. Get approval of minutes from the President/Vice President depending on who chaired the meeting.
3. Distribute minutes via email to club members.
4. Maintain a club membership roster in Excel, and distribute that to club members via email.

Events Coordinator duties:

1. Make reservations as required for club meetings, dinners, and events.
2. Send reminders as required to club members.
3. Organize ad hoc events for the club, with assistance from club members as required.
4. Serve as coordinator with member assistance for annual events such as the Club picnic and Run for the Gold.

I further nominate Virginia Clarke as Recording Secretary.

I also nominate Barb Kuzma as Events Coordinator.