



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



BUSINESS MANAGER (elected at the Nov meeting in ODD years, term of office covers a two year period 2004-2005; 2006-2007 etc.)

HOTEL

1. Set up the meetings with the Sales and Catering Departments of the Hotel for Friday and Saturday.
2. Make E-Board reservations for the Governor's meetings.
3. Review the bill for each meeting before sending on to the Treasurer to be paid.
4. Friday set-up with hotel, etc.

INSURANCE

1. Prior to renewal, discuss the program with our account representative and set up a meeting with the E-Board for September meeting.
2. Completely learn the policy and be able to answer questions on same.
3. Coordinate the Governors list each year to send to Insurance Company for annual packets to be sent out.
4. Review the Certificates as they are sent in for sanctioned and non-sanctioned events.
5. Review certificate between meetings.
6. Telephone calls between meetings.
7. Review policy September-November.
8. Obtain competitive prices on all items and services NCCC purchases and keep a file on Vendors who supply us.
9. Review with E-Board all Vendors wishing to use our name (logo) on items for sale.

MEETINGS

1. Attend Regional Officer Meetings on Friday evening and address any problems or questions.
2. Serve on Finance Committee.
3. Attend Friday afternoon and Saturday morning E-Board meetings.
4. Attend Saturday afternoon Governor's meeting.