



# National Council of Corvette Clubs, Inc.

Incorporated 1960

## Job Description



### **DIRECTOR OF CHARITY** (Appointed by the President – one year term – no term limits)

The Director of Charity is appointed by the President with the approval of the Board of Governors with no restriction on the length of the term. The Director of Charity shall be responsible for all matters related to the charity program.

#### National Kidney Foundation (NKF) Corvette Raffle

- National Kidney Foundation Raffle
- Liaison and maintaining relationship with the NKF, Kansas City, MO and New York offices
- Design and print raffle car tickets
- Obtain raffle car, negotiate price, order, and handle drop shipping of car
- Organize and attend shows for selling raffle tickets
- Oversee design and mailing of flyers to sell tickets on raffle car
- Handle mailing of tickets to anyone requesting tickets to sell
- Facilitate paperwork and delivery for winner of raffle car with dealership
- Supervise audit of NKF program every other year
- Handle 100% club ticket program
- Attend U. S. Transplant Games every other year
- Work with Director of Sponsorship for monies from sponsors for NKF raffle

#### Grant Program (scholarships and hardships)

- Oversee Scholarship Committee
- Handle information about scholarships with NCCC members
- Facilitate all requests and payments for hardships for NCCC members
- Work with Director of Sponsorship for monies for scholarships and hardships

#### Convention

- Arrive Friday before Convention to deliver raffle car and arrange its display at convention site
- Set up booth in Corvette Mall on Saturday and purchase raffle prizes for grants dollar raffle
- Arrange schedule and work booth in Corvette Mall for week of Convention
- Attend all functions throughout the week of Convention for sponsors and special guests
- Friday before banquet make arrangements for placement of raffle car and prizes in banquet room
- Present, at banquet, the Roger Clancy Award, 100% club awards and announce scholarship recipients
- Handle dollar raffle and drawing of Corvette winner at end of banquet

#### NCCC Officer

- Represent Charity Committee at Friday afternoon Executive Board Meeting
- Chair Charity Committee meeting on Friday night
- Represent Charity Committee at Saturday morning Executive Board meeting
- Represent Charity Committee at Governor's meetings, giving Charity Committee Report
- Responsible for recruiting and assignment of Charity Committee member's duties