



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



DISTRIBUTION MANAGER (Appointed by the President – one year term – no term limits)

Responsibilities include mailing the following items:

1. Rulebooks
2. New Membership Packets
3. Annual Incentive Items
4. Renewal Packets
5. MAL Packets and Information
6. Memberships Packets to all RMD's

Duties:

1. Ordering new membership materials as required
2. Maintains inventory of all appropriate materials
3. Keeps receipts of requests and mailing of membership supplies to RMD's
4. Operates the NCCC 800 number
5. Orders and works on the design for the membership cards and pins
6. Processes credit card transactions for conventions and members at large