



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description



2nd VICE PRESIDENT-MEMBERSHIP (elected in Nov. of EVEN years, term of office covers a two year period – 2005-2006; 2007-2008 etc.)

The 2nd Vice President-Membership shall be responsible for the acquisition of new members, to coordinate all membership applications and inform any applicants regarding organizational or administrative activities. The 2nd Vice President- Membership shall assign National and Regional numbers to each new member and is responsible for the distribution of membership cards.

1. Preparation for each Membership Committee meeting. Prepare and send out agenda for each meeting.
2. Attend Executive Board meetings on Friday afternoon.
3. Preside over Membership Committee meeting Friday night.
4. Attend Executive Board meeting on Saturday morning and attend National Governor's meetings Saturday afternoon.
5. Be available to Governor's after each meeting to answer any questions. Prepare and send minutes to each RMD and NCCC National Secretary.
6. Answer correspondence from NCCC members.
7. Answer correspondence from non-NCCC members. Answer telephone calls on behalf of NCCC.
8. Process membership applications from members-at-large (through ads, etc.) Process membership applications from RMD's.
9. Send applications with a control sheet to Distribution Center and send checks with control sheet to Treasurer.
10. Maintain an open dialogue with RMD's through calls, letters and email.
11. Prepare for renewals-send out renewal packet to each Governor. Process renewals at end of year and maintain NCCC master books for each region during the year and at renewal time.
12. Write article for Blue Bars.
13. Attend Convention and be available for various commitments throughout the week.
14. Prepare NCCC Ad directory for renewal packets.
15. Generate and review questionnaires.
16. Work with printing company to generate new brochures.

In addition, the Vice President of Membership has two assistants; Assistant to the Vice President of Membership and Distribution Center Manager.