



# National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description

Updated August 2018



**FCOA DIRECTOR** (Appointed by the President – one year term – no term limits)

The President of NCCC with the approval of the Board of Governors appoints the FCOA Director. The tenure of the office of FCOA Director is for one year and serves at the pleasure of the President.

Duties of the FCOA Director include but may not be limited to the following:

- Maintain all FCOA membership informational records updating when necessary by adding new members, moving members when they reach the age of 16 years old to FCOA Over Age 16 worksheet and correcting addresses or other information. Currently Excel worksheets are used for all FCOA membership records.
- Process FCOA membership applications as received. The steps currently used are:
  - Verify that the sponsor submitting the application is a current member of NCCC using NCCC membership database and check the child's birthdate on the application to confirm the child is less than 16 years old.
  - Verify child's mailing address. Go to <https://www.usps.com/> to confirm everything is correct.
  - Enter the new FCOA member's information into the FCOA Master List assigning the next available number. FCOA numbering is done in sequential order, not divided by Region. This workbook contains information starting with FCOA #0001 in 1991 through the last current member in 2018.
  - Copy the information entered into the FCOA Master List to the FCOA Member Listing. This worksheet is divided by Regions so the information for each new member is placed in the correct Region. This information is used for developing the membership card labels & address labels. It is also used for FCOA's Over the Age of 16 worksheet.
- Prepare new member welcome letters and packets for mailing. Welcome letters currently are personalized and contain information about the sponsor's Corvette(s). Information about every year Corvette is available for use in the welcome letters. The packet contains a permanent membership card and patch plus various other Corvette-related items appropriate for the child's age. If the membership is a gift, a holiday or birthday letterhead is used for the letter. The welcome packet should be mailed to the child within a month of receipt except if it's a gift for a special day. Packets are sent first class.
- Each "100th" new FCOA member is recognized with a welcome packet containing some extra items. The child is also featured in *Blue Bars* and on FCOA's website.
- Prepare and mail FCOA membership "perks" packets to all members with current addresses annually if possible. Items in the packets should be age-appropriate so there are several different age groups. Use the FCOA Member Listing to determine the age & address for each current member and separate them into the age groups.
  - Work with NCCC's Director of Sponsorship to obtain free items for FCOA members' "perks" packets from Corvette or other automobile-related companies. Some items may be purchased if funds are available by obtaining donations when possible.
- Develop paperwork for FCOA applications, FCOA informational brochures, check control reports, etc.
  - If there is a Wells Fargo Bank available, make a deposit at least once a month. Scan the deposit slip & insert it into the appropriate check control then e-mail a copy of the report to NCCC's Treasurer. If no bank is available, mail the checks and check control copy to NCCC's Treasurer.
- Prepare a FCOA Over Age 16 report prior to sending a region FCOA report to the RMDs. Information for this is taken from the FCOA Members Listing. This over-age-of-16 info is part of each region's FCOA report.
- Prepare and e-mail a FCOA membership report for each RMD of their own region prior to a Governors Meeting and at the end of each year. Use the FCOA Membership Listing for this report. Sort the members by the sponsor's NCCC # with the FCOA # as the second sort.
- Prepare a FCOA membership count report to distribute at each Governors Meeting. Current format shows the information broken down by Regions. It also compares current count with prior years at approximately the same date and shows the Club in each Region that has the largest number of FCOA members.
- Attend the E-Board, RMD and Governors Meetings to give updates on any FCOA matters.
- Provide a FCOA application, FCOA Membership Count report and other information to the Editor of *Blue Bars*. When applicable, the "100th" member information is also submitted for publication. FCOA was formed in 1991 and every 5th anniversary should be celebrated by submitting information and pictures to *Blue Bars*' Editor.
- Provide information and pictures to NCCC Webmaster for FCOA website as needed.