

National Council of Corvette Clubs, Inc.
INCORPORATED 1960



RESPONSIBILITIES OF NCCC PRESIDENT

Revised 4-1-18

General:

- ✓ **Problem resolution: National /Regional Officers' concerns or problems. Members concerns or problems that have not been resolved at lower level.**
- ✓ **Administrative duties: Address ALL correspondence, write required articles, accomplish interviews on behalf of Council, and provide oversight of elected and appointed positions.**
- ✓ **Respond to all emails from NCCC members with issues or concerns. Never consider any issue or concern too small or not important enough to respond.**
- ✓ **National Governors Meetings:**
 - **Preside over all E-Board meetings (Friday afternoon Appointed board and Saturday a.m. E-board) • Prepare and distribute agenda for these meetings, generally 10 days prior.**
 - **Attend all committee meetings (Friday p.m.) briefly for input / questions.**
 - **Participate in social activities and interaction.**
 - **Invite guest speakers: NCM, BGS, Funfest, Carlisle show, sponsors, insurance rep., or vendors to Saturday afternoon meeting.**
 - **Write monthly email post on the 1st of every month to all members**
 - **Preside over National Governors Meeting.**
- ✓ **National Corvette Museum:**
 - **Attend Board of Directors NCM Foundation meetings. Normally scheduled in Jan/Feb., April "BASH", Labor Day Weekend, and last weekend in Nov. or first weekend of Dec.**
 - **NCCC President may appoint a "proxy" representative to attend these meetings on behalf of Council.**
- ✓ **NCCC National Convention:**
 - **Preside over: E-Board meetings if required**
 - **Interact with Sponsors**
 - **Participate in attendee social activities**
 - **Host sponsors welcome party**
 - **Host President's cocktail party**
 - **Master of Ceremonies at Banquet ✓ Promotion of NCCC:**
 - **Accept invitations, when feasible, to attend gatherings nationally to promote Council programs or interests. This includes, but is not limited to, Local, Regional, or Sponsor related activities, and will be reimbursed to the extent that the budget allows.**

The following is a general calendar of activities to assist in planning the yearly schedule for the NCCC President:

Jan/Feb:

- ✓ Determine appointed officers for upcoming year. Appointments are confirmed by the Governors at the February meeting.

- ✓ Write an email monthly post on the 1st each month to all members

February meeting:

- ✓ Write monthly email post to all members on the 1st each month.
- ✓ Prepare and distribute agenda for National meeting. This should be done approximately two weeks in advance of the meeting.
- ✓ Chair Friday afternoon informal Board meeting. Review and discuss significant issues prior to Friday p.m. committee meetings.
- ✓ Attend each committee meeting Friday p.m. to address concerns of Regional officers or committee chairs.
- ✓ Attend Friday p.m. hospitality to interact with Officers, Governors, and members in attendance.
- ✓ Chair Saturday a.m. E-Board meeting. Discuss reports from Friday night committee meetings. Resolve issues for presentation to Governors.
- ✓ Chair Saturday p.m. Governors meeting.
- ✓ Attend Saturday p.m. social /hospitality for interaction with attending members.

Mar/Apr:

- ✓ Attend NCM April "BASH" event and NCM board meeting
- ✓ Write monthly e-mail post to all members on the 1st each month
- ✓ Write article for Spring Blue Bars, deadline usually March 1.
- ✓ Write welcome letter for National Convention Program.
- ✓ Consider candidates for President's Award and the Don Hoskins Award, as these are given at the Banquet at Convention.
 - ❖ **President's Award:** Who has helped the President/Council above and beyond the normal duties of a member. Award includes a "keeper" trophy and engraving of the plate for the "traveling" trophy. The prior year's recipient is responsible for filling the bowl with items of their choosing.
 - ❖ **Don Hoskins Award:** A person/persons who have volunteered to help Council in some outstanding / noteworthy way. Award should state " Don Hoskins Award" with year, name etc.
 - ❖ **Traveling Convention Award:** The Chairman from the last year has the award and needs to be reminded to engrave the name of the current Convention Club, Clubs, or Region sponsoring Convention.
 - ❖ **The President will receive an invitation to Bloomington Gold event in June, Corvettes at Carlisle, the third/forth weekend in August, and Funfest in September. If you cannot attend someone can be assigned to represent NCCC.**

May/June:

- ✓ Write monthly email post on the 1st each month

- ✓ Write article for Summer Blue Bars, deadline usually June 1.

May Meeting:

- ✓ See Feb. meeting format for both days.
- ✓ Write monthly email post on 1st of month
- ✓ Review fall elections for "open" offices in next year, and remind VP Membership to select "nominating committee".
- ✓ Budget drafts must be presented at this meeting for the following year. The "final" must be complete at the September meeting for presentation to the Governors for approval by November.

Early June period:

- ✓ Write monthly email post to all members on 1st of month
- ✓ Invitations to Convention "Sponsors Reception". This is handled by Director of Sponsorship but there should be some discussion of it at this time. Invitees should include attending sponsors and spouses, E-Board and spouses, Convention Chair and spouse, and others selected by the Convention Chair or the NCCC President.
- ✓ Prepare invitations to the President's Cocktail Party at Convention. Those included should be the 1st place Man/guest and 1st place Lady/guest, E-Board and guest, those
 - ✓ selected for attendance by the Convention Chair, and those selected by the NCCC President. The funding for this is in the Convention budget, and is usually arranged by the Convention Director. Light snacks and open bar.

Convention Period:

- ✓ Meetings and parties/receptions will be determined by the Convention schedule which should be complete well in advance.
- ✓ ALL meetings, committee and E-Board, should be BRIEF! Convention is as much social as business and the officers should enjoy the time too.
- ✓ President "hosts" the "Sponsors party", the Presidents "Cocktail Party", is the emcee at the Banquet, and makes the award of the President's Award, and the Don Hoskins Award.

Labor Day Weekend: National Corvette Museum Hall of Fame Induction and Foundation Board Meeting.

Sept/Oct: Write monthly email post to all members on 1st of month

September Meeting:

- ✓ Write monthly email post to all members on 1st of month.
- ✓ See Feb. meeting format for both days.
- ✓ Nomination of Officers for next year (V.P. Membership)
- ✓ Presentation of Convention bids (Steering Committee Chair)
- ✓ Appointed Office letters of intent listing qualifications
- ✓ Teller Committee appointments for November ballot counting
- ✓ Sergeant-at-Arms emails the ballots and by-laws changes if any, and should announce to the Governors when they will be emailed, and the rules for voting.
- ✓ Write article for Convention Issue Blue Bars, deadline usually September 1.
- ✓ Funfest in Effingham is usually the third weekend in September and the President is invited to represent Council.

Nov/Dec: Write monthly email post to all members on 1st of month.

Nov. Meeting:

- ✓ Write monthly email post to all members on 1st of month
- ✓ See Feb. meeting format for both days.
- ✓ Main item on agenda is the results of the elections.
- ✓ After the Governors meeting conduct a "transition" gathering with the incoming and outgoing officers.
- ✓ Kiss everyone goodbye and wish Happy Holidays for all.

- ✓ Blue Bars article due for Winter Issue December 1.

The above is simply an outline of Presidential duties! All of it involves something like 60 days of commitment per year. There WILL be "off agenda" items that will come to the attention of the President, and handling them is clearly something the President is expected to do. This position is not about the person who holds it. It is about the OFFICE and the representation that 18,000 members deserve. There will be good times and bad, ups and downs, but there is no more satisfying job in Council than representing our membership at the highest level. They deserve the BEST effort because,

They are the BEST!

Updated 4-1-18