

## **DUTIES OF OFFICERS**

**Sec. 1 The VAC President** reports to the membership of the VAC and WBCCI\_IBT.

**Position Qualifications:** Knowledge, Skills, Abilities: An understanding of the normal operations of all the various VAC Committees, the communication and coordination skills to assure these committees operate efficiently and the ability to coordinate and communicate those committees' efforts. The ability to guide all members of the VAC executive committee, coordinate their efforts, and direct the efforts of committees in their areas of responsibility.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The President should experience and attend at least two International rallies to take office and serve three or more years as a VAC board member and at least one year as 1<sup>st</sup> Vice President.

**Essential Job Functions:** (This following list is not exhaustive and may be supplemented as needed):

- Be the primary liaison between the WBCCI International Board of Trustees and represent the VAC Membership at the International Rally.
- Coordinate and support the efforts of the VAC Executive Board.
- Approve the activities and expenditures of the VAC Treasurer.
- Approve all VAC expenditures.
- Develop the VAC Annual Report and provide such report to the WBCCI IBT.
- Provide a "President's Message" for each issue of the Vintage Advantage (VA).
- Approve all contents of the Vintage Advantage.
- Approve all Region Representatives and their regional activities.
- Develop and coordinate all VAC seminars and activities at the International Rally including room requirements.
- Arrange for a VAC gathering place at the International Rally.
- To staff the VAC Recording Secretary position.
- To provide the VAC Recording Secretary support and guidance.
- Be willing to serve on the Board of Directors for 2 years.
- Participate in two (2) VAC Board of Director Meetings as President.

**Sec. 2 The 1<sup>st</sup> Vice President** reports to the VAC President.

**Position Qualifications:** An understanding of the normal operations of the various VAC committees, the communication and coordination skills to assure these committees operate efficiently and the ability to coordinate and communicate those committees' efforts.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The 1<sup>st</sup> Vice President should experience and attend at least one International Rally to take office and serve two or more years as a VAC board member and at least one year as 2<sup>nd</sup> Vice President.

**Essential Job Functions:**

- To recruit and staff the following VAC Committee Chairs:
  - VAC Quartermaster
  - VAC Historian
  - Concours d'Elegance Chair
- To coordinate the activities of the above listed Committee Chairs and approve their actions and budgets
- To communicate these committee chairs activities to the VAC President
- To compile those Chairs' Annual Reports into a comprehensive report to be provided to the VAC President for his/her use in their Annual Report to the WBCCI
- Identifies and implements process improvements related to these Chairs' activities
- To coordinate the VAC Pre-International Rally VAC gathering to include:
  - Pre Rally gathering location
  - Police escort for parade into the International Rally
  - Coordinate VAC International Rally parking with WBCCI Caravan and Parking Chair Persons
  - Information provided to VA and Blue Beret Editors to be published prior to the event
- Shall assume the duties of the President in the absence of said Officer
- Be willing to serve on the Board of Directors for 3 years
- Participate in two (2) VAC Board of Director Meetings as 1<sup>st</sup> Vice President
- Perform other duties as assigned by the VAC President

**Sec. 3 The 2<sup>nd</sup> Vice President reports to the VAC President**

**Position Qualifications:** An understanding of the normal operations of the various VAC Committees, the communications and coordination skills to assure these committees operate efficiently and the ability to coordinate and communicate those committees' efforts.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit and Region level. The 2<sup>nd</sup> Vice President should experience and attend at least one International rally to take office and serve one year or more as a VAC Board member and at least one year as 3<sup>rd</sup> Vice President.

**Essential Job Functions:**

- To recruit and staff the following VAC Committee Chairs:
  - Vintage Advantage Editor
  - Blue Beret Contributor
  - VAC Librarian
  - VAC Subscription Manager
  - VAC Webmaster
  - VAC membership Chair
  - VAC Technical Advisor
- To coordinate the activities of the above listed Committee Chairs and approve their actions
- To communicate these committee chairs activities to the VAC President
- To compile those Chair' Annual Reports into a comprehensive report to be provided to the VAC President for his/her use in their Annual Report to the WBCCI
- Identifies and implements process improvements related to these Chair' activities
- Shall assume the duties of the 1<sup>st</sup> Vice President in the absence of said Officer
- Be willing to serve on the Board of Directors for 4 year.
- Participate in two (2) VAC Board or Director Meetings as 2<sup>nd</sup> Vice President
- Perform other duties as assigned by the VAC President

**Sec. 4 The 3<sup>rd</sup> Vice President reports to the VAC President.**

**Position Qualifications:** An understanding of the normal operations of the various VAC Committees, the communications and coordination skills to assure these committees operate efficiently and the ability to coordinate and communicate those committees' efforts.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit and Region level. The 3<sup>rd</sup> Vice President should experience and attend at least one International rally to take office.

**Essential Job Functions:**

- To staff the Region VAC Representative positions.
- To provide the Region Representatives support and guidance
- To coordinate the activities of the Region Representatives and approve their actions and budgets
- To communicate these committee chairs activities to the VAC President
- To compile those Chairs' Annual Reports into a comprehensive report to be provided to the VAC President for his/her use in their Annual Report to the WBCCI
- Identifies and implements process improvements related to the Regional Representatives' activities.

- Shall assume the duties of the 2nd Vice President in the absence of said Officer
- Be willing to serve on the Board of Directors for 5 years
- Participate in two (2) VAC Board of Director Meetings as 3rd Vice President
- Perform other duties as assigned by the VAC President

**Sec. 5 The Recording Secretary** reports to the VAC President and the Board of Directors.

**Position Qualifications:** Knowledge of the constitution and Bylaws, have organized secretarial and record keeping skills, the ability to communicate well with the Board of Directors.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit and Region level. The Secretary should experience and attend at least one International rally to take office.

**Essential Job Functions:**

- Shall record and preserve the minutes of all official meetings of the Intra-Club and the Executive Board
- Shall distribute copies of the minutes to the members of the Executive Board not more than 15 days following each meeting.
- Shall record the attendance of the officers and trustees, any committee chairs and guests
- Be willing to serve on the Board of Directors for a minimum of 1 full year
- Participate in two (2) VAC Board Meetings as Secretary
- Perform other duties as assigned by the VAC President.

**Sec. 6 The Treasurer** reports to the VAC President and the Board of Directors

**Position Qualifications:** Knowledge of the normal operations of the various VAC Committees and how they affect the VAC treasury have a general understanding of basic accounting skills and ability to communicate with Committee Chairpersons (Membership, Quartermaster, Newsletter Editor) with financial responsibilities.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit and Region level. The Treasurer should experience and attend at least one International rally to take office.

**Essential Job Functions:**

- Maintain the financial records of the Intra-Club
- Keep an accurate account of all monies received and paid out
- Receive all monies and promptly deposit them in a bank account approved by the Board of Directors.
- Submit a full written report of finances to the Board of Directors at each meeting
- Make a financial report at each Board and Annual Meeting
- Before retirement from the Office:
  - Have the books and accounts audited by a qualified member appointed by the

Incoming President

- Deliver all books, monies and property of the Intra-Club promptly to the incoming Treasurer
- Be willing to serve on the Board of Directors for a minimum of two full years
- Participate in two (2) VAC Board of Director Meetings as Treasurer
- Perform other duties as assigned by the VAC President

**Sec. 7 The Immediate Past President** reports to the VAC President.

**Position Qualifications:** An understanding of the normal operations of all of the various VAC Committees and positions. The communications and coordination skills to assure these committees operate efficiently and the ability to coordinate and communicate those committees' efforts. To provide guidance to the current VAC president based on his or her experience as a VAC Executive Board Member. Have the ability to guide all members of the VAC executive committee and coordinate their efforts as they direct the efforts of committees in their areas of responsibility.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and have served at least one year as VAC President.

**Essential Job Functions:**

- Support the VAC President as needed, and fill in as a committee chair as required or requested.
- Chair the Nominating Committee and recruit the next VAC 3<sup>rd</sup> VP
- Review the VAC Job Descriptions and update those as needed
- Develop new VAC job Descriptions as required
- Be willing to serve on the Board of Directors for 1 year
- Participate in two (2) VAC Board of Director Meetings as Past President
- Perform other duties as assigned by the VAC President

## **ARTICLE III {VIII}**

### **DUTIES OF COMMITTEE CHAIRMEN**

**Sec. 1 The VAC Regional Representative** reports to the VAC 3<sup>rd</sup> Vice President and the VAC Board or Directors.

**Position Qualifications:** Knowledge, Skills, Abilities: Knowledge of the mission of the VAC, good communication skills and the willingness & ability to coordinate VAC activities within the Region.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The Regional Representatives should experience and attend at least one International Rally. The Regional Rep position is a VAC Board appointed position.

**Essential Job Functions** (The following list is not exhaustive and may be supplemented as needed):

- Help promote and encourage vintage trailer owners' participation in the WBCCI and the special VAC interest group
- Be the local contact person for newcomers to get information about the VAC & WBCCI activities, information & resources
- Your name and email address will be listed in the Vintage Advantage newsletter and on the VAC website
- To be a liaison between the VAC and the local Units in your Region
- Reps are encouraged to either plan some sort of special event at your Regional Rally or an independent VAC Rally as your numbers, comfort level and situation allows
- Obtain VAC Merchandise from the Quartermaster to offer for sale at Regional VAC Rallies/Events
- Provide an Annual Region Rep Report to the VAC 3<sup>rd</sup> Vice President of the activities in your region for inclusion in the President's Annual Report
- Be willing to serve as a Regional Rep for a minimum of 1 full year

**Sec. 2** The **Vintage Advantage Newsletter Editor** reports to VAC 2<sup>nd</sup> Vice President & VAC Board.

**Position Qualifications:** Knowledge of the mission of the VAC, graphic design, writing, publishing and photography skills, and the ability to recruit & coordinate multiple contributors for articles, stories and event information for inclusion in the publication.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The Newsletter Editor should experience and attend at least one International Rally.

**Essential Job Functions** (The following list is not exhaustive and may be supplemented as needed):

- Publish and cause to be mailed four issues annually (one each quarter) of the Intra- Club Newsletter in a format approved by the Board of Directors
- Solicit stories, articles and subject matter for each issue
- Coordinate with the Membership and Subscription Chairpersons to obtain updated mailing lists on a quarterly basis prior to issuance of each newsletter
- Submit stories, articles and subject matter to the President for each issue
- Provide .PDF's of each issue to the Webmaster & Librarian
- Submit all expenses to the Treasurer for each issue
- Provide an Annual VA Editor's Report to the VAC 2<sup>nd</sup> Vice President for inclusion in the President's Annual Report
- Before retirement from the position deliver all templates, resources, printer information and intellectual property of the Intra Club promptly to the incoming Editor

- Be willing to serve for a minimum of 2 full years

**Sec. 3 The VAC WEBMASTER reports** to the Vintage Airstream Club 2<sup>nd</sup> VP, the Club President and the Board of Directors.

**Position Qualifications:** Has a deep understanding of how a club website should be designed and maintained. Has the ability to determine the best and most current technology to use that would best meet the club's needs. Has the skill and drive to keep the site up to date with current club information and meet deadlines as assigned, is a good communicator.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has at least 3 years of website development experience. The Webmaster should experience and attend at least one International rally.

**Essential Job Functions:**

- Maintains the site as needed from a technical prospective.
- Provides updated Club information as requested or needed.
- Submits a monthly report to the VAC 2<sup>nd</sup> VP detailing the previous months activities and updates.
- Perform other duties as assigned by the VAC President.

**Sec. 4 The Membership Chairman** reports to the VAC 2<sup>nd</sup> Vice President & VAC Board.

**Position Qualifications:** Knowledge of the mission of the VAC, good organizational skills and the ability to communicate well with potential members.

**Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The Membership Chairperson should experience and attend at least one International Rally.

**Essential Job Functions:**

- Receive all applications for Intra-Club Membership.
- Verify potential VAC members WBCCI standing.
- Notify members of expiration of dues.
- Issue receipts for dues paid upon request.
- Provide the Quartermaster with the names and addresses of current members on a quarterly basis.
- Provide a list of members to the Board of Directors for the Annual Membership meeting to verify members in good standing.
- Provide Regional Representatives with the names and addresses of their Region's VAC Members on a quarterly basis.
- Submit membership dues and reports to the Treasurer.
- Provide an Annual Membership Report for inclusion in the President's Annual Report.
- Before retirement from the position deliver all membership rosters, membership forms, introduction letters and any other membership materials promptly to the incoming

Membership Chairperson.

- Be willing to serve for a minimum of 2 full years.

**Sec. 5 The VAC Historian** reports to the VAC 1<sup>st</sup> Vice President & VAC Board.

**Position Qualifications:** An understanding of the items of historical interest to VAC members, the skills to manage and maintain the knowledge base and the ability to impart historical information about vintage Airstream products.

**Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Region or International level. The Historian should experience and attend at least one International Rally.

**Essential Job Functions:**

- Maintains historical reference materials.
- Assists VAC Members in identifying their vintage Airstreams
- Produces historical educational presentations for use at rallies
- Produce or coordinate periodic historic submissions for inclusion in the
- Vintage Advantage Newsletter
- Provide an Annual Historian Report to the VAC 1<sup>st</sup> Vice President for inclusion in the President's Annual Report

**Sec. 6 The VAC Quartermaster** reports to the VAC 1<sup>st</sup> Vice President and the VAC Board.

**Position Qualifications:** Knowledge of the mission of the VAC, organizational skills and ability to track inventory of VAC Merchandise.

**Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The Quartermaster should experience and attend at least one International Rally.

**Essential Job Functions:**

- Shall obtain VAC logo merchandise from Airstream authorized vendors as authorized by the Board of Directors.
- Maintain custody of the resale inventory of VAC Intra Club items as authorized by the Board of Directors.
- Coordinate merchandise availability with Regional Reps for sale at Regional Rallies.
- Coordinate merchandise availability for sale at International Rallies.
- Sell VAC logo items to VAC members only.
- Issue receipts for merchandise purchased.
- Maintain a current inventory list of items in stock.
- Submit an accounting of sales and inventory to the Board of Directors at the end of each quarter
- Submit collected sales to the Treasurer for deposit.

- Provide an Annual Quartermaster Report for inclusion in the President's Annual Report.
- Before retirement from the position deliver all inventory and contact information promptly to the incoming Quartermaster.
- Be willing to serve for a minimum of 2 full years.

**Sec. 7 The Concours d'Elegance Chairman** reports to the VAC 1<sup>st</sup> Vice President and VAC Board

**Position Qualification:** An understanding of the organizational efforts required for organizing the event at the International Rally, the skills to organize, recruit and manage the judges and the ability to apply an impartial level of standard.

**Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Region or International level. The Concours d'Elegance Chairperson should have experience as a judge at one International Rally Concours to take the position.

**Essential Job Functions:**

▪ **Prior to the International Rally:**

- Ensure the Concours is advertised via the VA and other appropriate channels such as the internet.
- Procure the required award plaques.
- Create and print sufficient judging sheets and participant information sheets.
- Recruit judges for the Concours.

▪ **At the International Rally:**

- Register Concours participants
- Locate all participants trailers and plan judging teams route to all trailers
- Act as Concours Steward during the Concours and Open House by recording judges scores on each trailer's judging sheet
- Ensure the Best Of Awards that require consultation with the judges are considered while the judging team is assembled
- Get pictures of at least all the Best Of Award winners and their Airstreams
- Tally the scores and build the award plaques
- Conduct the Awards Ceremony
- Arrange to send award plaques to participants not present at ceremony.
- Ensure Best of Show winner knows that the traveling trophy must be returned to the next International Rally as it is a "traveling trophy."
- Procure and ship the Best of Show Winner's personal Best Of Show Plaque with his name engraved on the plaque.

▪ **After the International Rally:**

- Write an article for the VA about the Concours and the results

**Sec.8 The VAC Technical Advisor** reports to the Vintage Airstream Club 2<sup>nd</sup> VP, the Club President and the Board of Directors.

- **Position Qualifications:** An understanding of the items of technical interest to VAC members, the skills to manage and maintain the knowledge base and the ability to impart technical information about vintage Airstream products.
- **Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Region or International level. The Technical Advisor should experience and attend at least one International Rally.
- **Essential Job Functions:** Create, collect & maintain technical reference materials & provide copies to the VAC Librarian
  - Assists VAC Members in maintenance issues with regards to their vintage Airstreams.
  - Produces technical educational presentations for use at rallies.
  - Produce or coordinate periodic technical submissions for inclusion in the Vintage Advantage Newsletter.
  - Provide an Annual Technical Advisor Report to the VAC 2<sup>nd</sup> Vice President for inclusion in the President's Annual Report

**Sec. 9 The VAC Librarian** reports to the VAC 2<sup>nd</sup> Vice President & VAC Board

**Position Qualifications:** An understanding of the items of interest to VAC members, the skills to manage and maintain the library and the ability to provide assistance to members researching Airstream trailer information.

**Recommended Experience:** Is a dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level and has participated in Vintage activities at those Rallies. The Librarian should experience and attend at least one International Rally.

**Essential Job Functions:**

- Maintains all books, papers, videos and other materials that circulate among members keeping records as they are lent and returned.
- Makes Airstream manuals and resource materials available for members for reference.
- Provides electronic copies of materials for inclusion on the VAC "members only" section on the VAC webpage.
- Provide an Annual Librarian Report to the VAC 2<sup>nd</sup> Vice President for inclusion in the President's Annual Report.
- Before retirement from the position deliver all resources and intellectual property of the Intra Club promptly to the incoming Librarian.

**Sec. 10 The SUBSCRIPTION CHAIRPERSON** reports to the 2<sup>nd</sup> Vice President and VAC Board.

**Position Qualifications:** Knowledge of the mission of the VAC, good organizational skills and the ability to communicate well with potential members.

**Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been

involved in Vintage activities at the Unit or Region level. The Subscription Chairperson should experience and attend at least one International Rally.

**Essential Job Functions:**

- Receive all VA Subscription requests from non Intra-Club Members.
- Notify subscribers of expiration of subscriptions.
- Issue receipts for subscriptions paid upon request.
- Provide the VA Newsletter Editor with the names and addresses of current subscribers on a quarterly basis
- Submit subscriber fees and reports to the Treasure.
- Provide an Annual VA Subscriber's Report for inclusion in the President's Annual Report.
- Be willing to serve for a minimum of 2 full years.

**Sec. 11 The Blue Beret Contributor** reports to the VAC 2<sup>nd</sup> Vice President and the VAC Board.

**Position Qualifications:** Knowledge of the mission of the VAC, writing skills, and the ability to coordinate articles and event information for inclusion in the Blue Beret publication.

**Recommended Experience:** Is dues paying member of the WBCCI and VAC and has been involved in Vintage activities at the Unit or Region level. The Newsletter Editor should experience and attend at least one International Rally.

**Essential Job Functions:**

- To submit and cause to be published 10 submissions annually (one for each issue) of the Blue Beret in a format approved by the WBCCI Blue Beret Editor.
- Solicit subject matter for each issue of the Blue Beret.
- Before retirement from the position deliver all templates, resources and contact information promptly to the incoming BB Contributor.
- Be willing to serve for a minimum of 2 full years.