

BYLAWS - SUPPLEMENTARY DOCUMENT
ARTICLE V
DUTIES OF OFFICERS

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

Position Qualifications: Knowledge, Skills, Abilities: Has 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. Guides the members of the VAC executive committee, coordinates their efforts, and directs the 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 shall have attended at least two International rallies prior to taking office, and shall have served three or more years as a VAC board member with at least one year served as 1st Vice President.

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

- Preside at all Board of Director and Annual meetings.
- Enforce the Constitution and Bylaws.
- Coordinate and support the efforts of the VAC Executive Board.
- Be the primary liaison between the WBCCI International Board of Trustees and represent the VAC Membership at the International Rally.
- Approve the activities and expenditures of the VAC Treasurer.
- Approve all VAC expenditures. May approve expenditures up to \$500 on an each instance basis. Amounts greater than \$200 shall be reviewed with the Treasurer prior to expenditure.
- Develop the VAC Annual Report and provide such report to the winter and summer WBCCI IBT meetings. Each report shall include current financial, membership and state of VAC information.
- Provide a "President's Message" for each issue of the Vintage Advantage (VA).
- Approve all contents of the Vintage Advantage.
- Appoint all Committee Chairs and Parliamentarian.
- 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 provide the VAC Recording Secretary support and guidance.
- Be willing to serve on the Board of Directors for 2 years.
- Participate in VAC Board of Director Meetings as President.

Sec. 2 The **1st Vice President** reports to the VAC President.

Position Qualifications: Has an understanding of the normal operations of the various VAC committees and the communication and coordination skills to assure that the 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 1st Vice President should have attended at least two International Rallies and will serve two or more years as a VAC board member with at least one year as 2nd Vice President.

Essential Job Functions:

- Attend all board of director and annual meetings
- 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
- Identify and implement 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.
 - ◆ Provide information to Newsletter, VAC Advantage and Blue Beret Editors to be published prior to the Event
- Shall assume the duties of the President in his absence.
- Be willing to serve on the Board of Directors for 3 years.
- Shall participate in VAC Board of Director Meetings as 1st Vice President.
- Perform other duties as assigned by the VAC President.

Sec. 3 The **2nd Vice President** reports to the VAC President.

Position Qualifications: Has an understanding of the normal operations of the various VAC Committees, the communications and coordination skills to assure the 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 2nd Vice President

should have attended at least one International rally prior to taking office and shall serve one year or more as a VAC Board member and at least one year as 3rd Vice President.

Essential Job Functions:

- Attend all board of director and annual meetings
- 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
- Coordinate the activities of the above listed Committee Chairs and approve their actions.
- Communicate committee chairs activities to the VAC President.
- Compile the 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.
- Identify and implement process improvements related to the Chairs activities.
- Shall assume the duties of the 1st Vice President in the absence of said Officer.
- Shall be willing to serve on the Board of Directors for 4 year.
- Participate in VAC Board or Director Meetings as 2nd Vice President.
- Perform other duties as assigned by the VAC President.

Sec. 4 The **3rd 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 the 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 3rd Vice President should have attended at least one International rally prior to taking office.

Essential Job Functions:

- Attend all board of director and annual meetings
- Staff the Region VAC Representative positions.
- Provide the Region Representatives support and guidance.
- Coordinate the activities of the Region Representatives and approve their actions and budgets.
- Communicate the committee chairs activities to the VAC President.
- 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.
- Identify and implement process improvements related to the Regional Representatives' activities.

- Shall assume the duties of the 2nd Vice President in the absence of said Officer.
- Shall be willing to serve on the Board of Directors for 5 years.
- Participate in 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 have attended at least one International rally prior to taking office.

Essential Job Functions:

- Shall record and preserve the minutes of all official meetings of the Intra-Club and the Executive Board.
- Shall record the attendance of officers at each meeting and advise the presiding officer if a quorum is present.
- 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 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 have attended at least one International rally prior to taking 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, as prescribed in international Bylaws, Article XVI Financial Management Sec. 12 - 14 and Policy, Financial Data Guidelines and promptly deposit them in a bank account approved by the Board of Directors.

- Submit a full written report of year end finances to the Board of Directors for submittal to the winter IBT.
- Make a financial report at each Board and Annual Meeting.
- Every 3rd year, the books and accounts will be audited by a committee approved by the President.
- Review all purchases approved by the President between \$200 and \$499. Board approval is required for all purchases greater than \$500.
- Reimburse board members for approved expenses once receipts have been submitted.
- Has the authority to approve Quartermaster expenses to restock VAC merchandise.
- Coordinate status of paid membership with the membership chairman.
- Before retirement from the Office:
 - ◆ Have the books and accounts audited by a qualified member appointed by the Incoming President
 - ◆ Deliver all books, money 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 VAC Board of Director and Annual 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 3rd 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 VAC Board of Director Meetings as Past President
- Perform other duties as assigned by the VAC President

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ARTICLE II**

Sec. 7 Duties of Committee Chairs:

1. The **VAC Regional Representatives** report to the VAC 3rd 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 have attended at least one International Rally.

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 & WBCC activities, information & resource.
- Regional Representatives name and email address will be listed in the Vintage Advantage newsletter and on the VAC website.
- Shall 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 and are encouraged to obtain VAC Merchandise from the Quartermaster to offer for sale at Regional VAC Rallies/Events.
- Provide an Annual Region Rep Report to the VAC 3rd 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.

2. The **Vintage Advantage Newsletter Editor** reports to VAC 2nd 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 **have attended** 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 2nd 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.

3. The **VAC Webmaster** reports to the Vintage Airstream Club 2nd 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 have attended at least one International rally.

Essential Job Functions:

- Maintain the site as needed from a technical prospective.
- Provide updated Club information as requested or needed.
- Submit a monthly report to the VAC 2nd VP detailing the previous months activities and updates.
- Perform other duties as assigned by the VAC President.

4. The **Membership Chairman** reports to the VAC 2nd 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 have attended 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.

5. The **VAC Historian** reports to the VAC 1st 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 have attended at least one International Rally.

Essential Job Functions:

- Maintains historical reference materials.
- Assist VAC Members in identifying their vintage Airstreams
- Produce 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 1st Vice President for inclusion in the President's Annual Report

6. The **VAC Quartermaster** reports to the VAC 1st 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 have attended 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.

7. The **Concours d'Elegance Chairman** reports to the VAC 1st 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 a 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 prior to taking 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 d'Elegance.

- **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

8. The **VAC Librarian Reports** to the VAC 2nd 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 have attended at least one International Rally.

Essential Job Functions:

- Maintain all books, papers, videos and other materials that circulate among members keeping records as they are lent and returned.
- Make Airstream manuals and resource materials available for members for reference.
- Provide electronic copies of materials for inclusion on the VAC "members only" section on the VAC webpage.
- Provide an Annual Librarian Report to the VAC 2nd 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.

9. The **Blue Beret Contributor** reports to the VAC 2nd 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 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 have attended 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.