

Duties, Responsibilities and Procedures of SVR Club President

Final 1-18-2017

Over-All:

This document is an addendum to the job description for club president in the current bylaws as well as a supplement to PCA's RPM guidelines. It is intended to provide supplemental information concerning the duties of the club president and to set guidelines for leading the club. It is in no way a comprehensive document and is only intended to assist with the transition of the club presidency.

Job Description:

1. Presides over all meetings, prepare the agenda, and directs the discussion thereof
2. Acts as an ex-officio member of all standing committees and temporary committees except the nominating committee.
3. Executes all documents and correspondence in the name of the club as authorized by the membership of the Board of Directors
4. Acts as a signor or co-signor of regional checks
5. Performs other duties as are usual to a presiding officer
6. Appoints activity and committee chairpersons
7. Distributes the region's officers list of duties to new directors and discuss expectations.

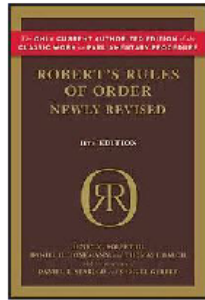
Frequency of Club Board of Director's Meetings:

1. The board meets on the 2nd Wednesday of each month.
2. Special meetings may be called by the club president as required and would be in addition to the regularly scheduled monthly meeting.
3. Meetings of a sensitive nature or that concern a member at large should be conducted in closed session. Topics related to members conduct, and or fitness to serve in a board or committee position should strictly follow the guidelines set forth by PCA national.
4. The club president shall secure the facility in which the monthly board meetings will be held on an annual basis.

How to Lead a Meeting:

1. One of the primary responsibilities of the club president is to preside over monthly or special meetings as deemed necessary.

2. At least 1 week before the meeting a request should be sent to all board and event chairs for topics to be included on the agenda. Items to be included should be sent no later than 5 days before the board meeting.
3. An agenda should be written 7 days prior to the monthly board meeting to keep the meeting on track and enable the topics or agenda items to be discussed in a reasonable length of time. Board meetings generally are designed to complete the club's business in a **two** hour format.
4. The meetings should start on time to avoid meetings going longer than two hours. Since SVR is a board made of volunteers, many who are still working, it is important to respect the time constraints of each board or event chair.
5. SVR conforms to Robert's Rule of Order regarding the format of all its meetings. This includes proper protocol regarding action items requiring a board vote such as approving a budget or the concept of a proposed event.
6. Conducting a board meeting should at least include the following minimum Robert Rules of Order:



Robert's Rules of Order - Summary Version

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders — Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

In addition to the above general guidelines the president should consider the following:

1. All members are encouraged to attend monthly board of director's meetings. Some come unannounced and yet would like to address the board concerning something of interest or a special request to be considered by the board. Every accommodation should be made to include comments from general membership or from event chairs.
2. The president shall decide if non agenda items brought to the attention by a member in good standing shall be included in the meeting agenda, and subject to time constraints.
3. It is usually customary to acknowledge guests to the board of directors meetings at the top of each agenda.
4. To avoid delays and unnecessary discussion that would extend the time of each board meeting it is important to consider the topics to be discussed and voted upon. Some issues require a

lengthy discussion period before a vote might be called. It is the responsibility of the president to control the discussion period so as to move the agenda.

5. Every board member is entitled to his or her opinion regarding an issue being presented to the board. All due respect is to be extended during the comment period. The use of profane or controversial language is prohibited and the job of the president is to discourage or cutoff what could be considered as antagonistic discussion that serves no purpose other than to inflame the discussion. All comments should be based on what is in the best interest of the club and its membership versus the interests of a single member.
6. Some agenda items may initiate heated conversation among board members. It is the duty of the president to control the discussion and tone of the discussion. He or she is responsible not to let the discussion become personal in nature and to insure that an agreed upon resolution is arrived at the conclusion of the discussion. Avoid circular discussion that does not come to a conclusion or final resolution.
7. Controlling the discussion is the job of the president and may involve cutting off discussion not pertinent to the agenda item or which is not conducive to an outcome one way or the other. Many times a discussion can easily get side tracked and it is the president's responsibility to keep the conversation on track.
8. The agenda should include action items which require a board of director's vote and can be postponed at the discretion of the board or club president.
9. Keeping track of motions, discussion, amendments to a motion and final motion is controlled by the club president.
10. Discussion should always be encouraged but should always respect differences in opinion.
11. The agenda should always include reports from board members as well as updates from committee chairs.
12. Insuring a Quorum of the board is required to vote on any action items. The board consists of 7 elected members, the past president, and two appointed board members. Appointed board members include the Drifter editor and the webmaster. A quorum is at least 6 out of the 10 board members. Should a quorum not be able to assist in a meeting, no vote for approval of any agenda item may incur. This does not mean that the board, absent a quorum, cannot still meet.
13. The more specific the agenda the better. This means that it is better to include as many items on the agenda as is reasonably possible in the time frame of a two hour meeting. Some meetings have a full agenda and some meetings have less to cover.
14. In the event that the president is unable to attend the monthly board meeting, the vice president, per by laws will act as the club president and preside over the monthly meetings. The president should provide a draft agenda for the vice president to review as soon as possible.
- 15.

A basic outline of a board meeting is provided below:

1. List of guests
2. President's Report
3. Review of Minutes of Last Meeting
4. Treasurer's Report

5. Budget Approvals
 - a. Events, dinners, tours
6. Board Member Reports:
 - a. Social
 - b. Past President
 - c. Membership
 - d. Webmaster
 - e. Competition & Safety
 - f. Drifter
7. Event and Committee Chair Reports as required:
 - a. Autocross
 - b. Concours
 - c. Rally
 - d. Charity
 - e. Share the Wealth
 - f. Dummkopf
 - g. Niello Liaison
 - h. Historian
 - i. New member Group
 - j. Technical
 - k. Tour
 - l. Driver Education

Annual Region Report Filing:

PCA requires each region to file an updated region report each year so that club officer and contact information can be updated. The form is usually sent via email to the past president and should be forwarded to the current president following club elections in early January. It is a fairly lengthy survey that can take more than an hour to complete. Information required are the names and email addresses of elected board members as well as appointed committee chairs, banking information, Federal Tax Payer ID or Employer Number, incorporation questions, tax status, direct deposit information to receive the region subsidies and other questions concerning how the club communicates with its membership. The form is available on line. A copy of a recently Region Report follows:

2016 PCA REGION REPORT & CONTINUITY CHECKLIST FORM

Name of Region

Zone

Official Region Mailing Address

REGION OFFICERS FOR 2016

All positions listed below that have been fulfilled must have a valid member number.

President

Member Number Name Email

-or- This position has not been fulfilled

Membership Chair

Member Number Name Email

-or- This position has not been fulfilled

Vice President

Member Number Name Email

-or- This position has not been fulfilled

Newsletter Editor

Member Number Name Email

-or- This position has not been fulfilled

Secretary

Member Number Name Email

-or- This position has not been fulfilled

Social Media Chair

Member Number Name Email

-or- This position has not been fulfilled

Treasurer

Member Number Name Email

-or- This position has not been fulfilled

Dealer Liaison

Member Number Name Email

-or- This position has not been fulfilled

Immediate Past President

Member Number Name Email

-or- This position has not been fulfilled

Insurance Chair

Member Number Name Email

-or- This position has not been fulfilled

Historian

Member Number Name Email

-or- This position has not been fulfilled

Safety Chair

Member Number Name Email

-or- This position has not been fulfilled

Technical Chair

Member Number Name Email

-or- This position has not been fulfilled

Chief Driving Instructor

Member Number Name Email

-or- This position has not been fulfilled

Activities Chair

Member Number Name Email

-or- This position has not been fulfilled

Driving Tour Chair

Member Number Name Email

-or- This position has not been fulfilled

Autocross Chair

Member Number Name Email

-or- This position has not been fulfilled

Rally Chair

Member Number Name Email

-or- This position has not been fulfilled

Concour Chair

Member Number Name Email

-or- This position has not been fulfilled

Webmaster

Member Number Name Email

-or- This position has not been fulfilled

Drivers Education Chair

Member Number Name Email

-or- This position has not been fulfilled

Other

Member Number Name Email

-or- This position has not been fulfilled

Website (URL)

Does your Region have a Facebook page? Yes No

Name of Region Newsletter

Frequency of your newsletter?

Printed Newsletter? Yes No

Online Newsletter? Yes No

Name where additional Panoramas should be sent Address



Copies of additional Panorama Needed

Does your Region have a Regional dues requirement? Yes No

Does your Region have membership eligibility requirement, in addition to the National requirements of Porsche ownership and 18 years of age? Yes No

Membership Application Processing (See PART 3.5-PCA Membership in the 2016 Region Procedures Manual)

The Porsche Club of America Region named on this form delegates to the PCA National Office of the Porsche Club of America, the authority to receive, approve, and accept a membership application on behalf of the Region. This delegation shall remain in force until rescinded in writing or until changed by the next annual Region Report Form. Yes No

Direct Deposit Authorization

All regions with a savings or checking account must participate in Direct Deposit as a means of receiving Region refunds, Region subsidies, etc., and other such payments that may be made by PCA National. This section must be completed by the President or Treasurer.

Bank
ABA Routing/transit #
Account #

Checking Savings

I certify that I have received the 2015 PCA Region Procedures Manual and have on-line access to both the National Procedures Manual and "Region Focus" on www.pca.org. (The 2016 Region Procedures Manual will be mailed by the National Office AFTER this form is filed.)

YES NO

I certify I have read the National Bylaws of PCA located on www.pca.org.

YES NO

Incorporation Information

Is your Region incorporated?

Your region must be incorporated to receive quarterly refunds. Yes No

If yes, who has the incorporating documents?

Name Address Email

When was your State's or Province's information return last filed (date)?

By Whom?

Address

Email

Does your Region have a Federal Tax ID Number (Employer ID Number, EIN) or Canadian Business Number? Yes No

If yes, what is this number?

IRS Registration (U.S. Regions only)

My region is not located in the U.S.

Has the Region filed an IRS Form Application for Recognition of Exemption under Section 501(c)? Yes No

If yes, when was the exemption received?

Which 501(c) category: (c)(7) OR (c)(4) OR Other?

Note - Regions Must be Incorporated to Receive the Quarterly Region Refund

Who has the IRS Notification of Acceptance?

Name Address
Email

Has the Region ever filed an IRS Form Return of Organization Exempt from Income Taxes (i.e. Form 990, 990EZ or 990-N)? Yes No

If yes, year when return was last filed?

By Whom?

Address
Email

Who has a copy of the return?

Name Address

Email

Has the IRS examined return? Yes No

Did the IRS accept return as filed? Yes No

The PCA National Office will be happy to keep a copy of your Region's incorporation and IRS documents in your Region's permanent file. DO NOT SEND ORIGINALS - SEND A COPY.

PCA National Office
PO Box 6400
Columbia, MD 21045

If you have any questions: Contact Vu Nguyen, PCA at (410) 381-0911 or ExecutiveDirector@pca.org

Name of person completing this form

Officer Title

Email

Congratulations! You have answered all of the questions on this form.

Would you like a copy of the form submission to be sent to your email inbox?

Yes, send me a copy.

Leading the Club:

1. The club president is responsible for leading the club in its activities. This can include suggesting new tours, monthly dinner schedule, membership retention and development , and changes to its activities which better meet the interests of its membership.
2. Our club is member based, so keeping a pulse on membership interests is a must.
3. As the club president, it is vital to participate in as many club activities as possible. This would include attending an autocross, concours, DE, dinner event, new member tour, and of course the annual Christmas party. The more events the club president can engage in the

better he or she will get an opportunity to meet new and veteran members of the club. They are all the best source of feedback regarding how we are doing as a club in meeting their expectations.

4. The club is sometimes at odds when it comes to meeting the expectations of new as well as longtime members. New members need to be encouraged while older members need to be heard and acknowledged.
5. Leading the club also includes the responsibility of appointing or reappointing event and activity chairs at least on an annual basis which may include the following positions:
 - a. New Member Chair
 - b. Advertising Manager
 - c. Charity Chair
 - d. Concours Chair
 - e. Driver Education Chair
 - f. Dummkopf Chair
 - g. Niello Event Liason
 - h. Goodie Store
 - i. Historian
 - j. Rally Chair
 - k. Share the Wealth
 - l. Tech Chair
 - m. Tour Chair
6. In appointing the above positions, consideration should be given to their skill set or expertise to chair the specific event, time commitment and ability to attend meetings and to have the time to help organize events, and commitment.
7. There are three major considerations that every president must consider in leading the club:
 - a. Are we serving the best interests of our members in terms of our activities
 - b. Do we have a good program to increase our membership and membership retention
 - c. Is the club fiscally solvent and financially sound

President's Note Column for The Drifter:

The club president is responsible for submitting a monthly column for the club's newsletter. The topics can range from what events have happened, what events are upcoming, or any other subject matter the club president sees as of interest to the membership. The president should work closely with the Drifter Editor and team to work on ideas or subject matter. This is one of the best ways to reach out to our members.

Annual Awards:

The club acknowledges its board of directors, committee and event chairs, and others who volunteer their time to the club each and every year. Each October, the club president provides the board a list of awards to the board for consideration. The awards and acknowledgments include:

1. Awards to all board members with those board members terming out receiving a special award.
2. Awards to all committee and event chairs to thank them for their efforts and leadership.
3. An award for the multi-day tour of the year
4. An award for the single day tour of the year
5. The President's Award for someone who has served the club above and beyond who the president would like to acknowledge.
6. An award for the dinner of the year.
7. The Dumpkoff award
8. An award for the club's Hidden Hero, someone whose service to the club sometimes gets unnoticed but for whose efforts have enhanced the value of a membership.

A budget for the annual awards is customarily included in the club's annual budget by the club president working with the treasurer.

Board Transition and Succession Planning:

The club president shall lead the club's transition planning from year to year while in office to ensure a smooth transition from one board to the other or from one board member to the other. The transition process and discussion begin well in advance of the November board elections and should include the club's past president who chairs the nominating committee.

Potential board members and committee and event chairs should be identified early in the year. The board as well as the president has a lot of influence on cultivating volunteers. Generally most car club members seem to avoid extra work like volunteering to serve on the board or as an event chair. However, what has distinguished the membership of this club is how talented they are.

The president or president elect should reach out to all appointed chairs soon after the elections to inquire about their interest in serving an additional year or deciding to step down. Approaching current appointed event chairs is a very important part of the president's duties as the club relies on appointed chairs and directors to deliver the activities and events the membership demands.

Term limits for board members as defined by the By Laws is limited to two terms. Appointed event chairs or committee chairs serve at the pleasure of the President and can serve an indefinite term.

The president or president elect may decide to not reappoint an event or committee chair but it is important that the appointment be discussed not only with the new member but also with the member who is currently serving in that capacity.

Zone 7 Presidents Meeting and PCA Board of Directors Information

- A. Zone 7 presidents meetings are usually called and scheduled by the Zone 7 PCA Representative.
- B. Two meetings are usually scheduled per year, one an event planning meeting usually scheduled in November and then another meeting in January or February to provide orientation, training and guidance to new club presidents. It is imperative that our club president attend both meetings or at least schedule the vice president to attend in his or her absence.
- C. In addition to the region president's meeting, the zone representative also tries to coordinate a meeting of the zone 7 Autocross chairs to develop the calendar for the upcoming fiscal year which each regions autocross and concours chair or co-chair must attend.
- D. The club president and or his or her representative are expected to attend.

PCA Board of Directors:

- a. As a club president, you are a member of the board of directors of the Porsche Club of America and represent 1 of over 200 region presidents and board of directors in PCA.
- b. Outside of the region presidents, the board also consists of the elected Executive Council which includes the PCA National President, Vice President, Treasurer, Secretary, and Past President.
- c. Throughout the year, special meetings may be called by the national club president which has taken the form of a structured conference call. It is important that SVR participates in the decision making and voting on issues that are commonly party of the agenda
- d. Proxy voting is no longer allowed effective January 2016 due to conflicts with the laws of the state of Maryland where PCA is currently incorporated.

Fiscal Duties and Procedures:

Event Budget Approval;

- a. Event budgets, once approved by the Board of Directors require the signature of the club president and submittal to the treasurer for authorization of any payments.
- b. No event deposits will be made prior to the submittal of an event budget.
- c. Budgets should be presented to the board for approval using the appropriate budget submittal form.

Expense Reimbursement:

- a. Certain expenses are reimbursable to the club president so long as they have been previously approved by the board or included in an approved club budget. Examples of reimbursable expenses can include expenses related to attending a Zone 7 presidents meeting including meal costs, hotel accommodations and travel expenses
- b. Costs associated with the administration of the club including those related to running the monthly meetings, printing costs and office supplies are reimbursable. It is much better to include these items in the club's annual budget rather than submitting for reimbursement on an expense by expense basis.
- c. Submission should be made on the approved SVR reimbursement expense form and sent to the club treasurer if previously approved by the board of directors.

Club Credit Cards:

- a. Three members of the board of directors and one member at large, or as so designated shall have one of four club credit cards.

Managing the Club's Budget and Financials;

1. The board of directors as a group has a fiduciary responsibility to its members to insure that the club remains financially sound. Though the club is registered as a not for profit 501.C7 club, this does not mean that the club cannot make a profit on its events or for that matter suffer a loss. The club president and treasurer set the tone and guide the activities of the club's finances.
2. An annual preliminary budget for the club should be completed by the club's treasurer at the start of each fiscal year, but no later than January 20th of each year, and presented to the board of directors for approval no later than April board meeting. The budget should include estimated revenue from club activities such as autocross, concours, tours, DE, club dinners, advertising revenue, Drifter subscriptions, and PCA subsidies. An estimate of all expenses related to the club's events as well as those associated with membership, the printing of the Drifter, software and rental expenses should also be included. As a non- profit, some events are planned on a breakeven basis while others generate a small profit.

3. Maintaining our **Non Profit status** is imperative and IRS has some strict means testing regarding this issue. The material which follows is a summary of the types of revenue the club can take as well as restrictions on the amount of non-member income allowed.

SVR's Tax Exempt Status:

SVR has a "Social Club status as a 501(c)(7) federal tax exempt exemption and a 23071g State of California State Income Tax Exemption. This is not to be confused with 501(C)(3) charities which offer donation receipts and can solicit non-member donations

Non-Member Income of Tax-Exempt Social Clubs:

A social club may receive up to 35 percent of gross receipts from non-member sources including investment income. No more than 15 percent of gross receipts may be derived from non-member use of club facilities and services.