

Duties, Responsibilities and Procedures of SVR Club Vice President

5-9-2017

1. Purpose: To further define the duties and responsibilities of the Vice President.
2. Scope: The Vice President has the role of Calendar and Insurance Manager of the Region. This is also a position which server as a gateway to the Presidency and the VP serves in the absence of the President. The procedures are meant to outline current processes for carrying out the duties in the bylaws put in place by the Board of Directors.
3. Procedures:
 - a. Backup to the President
 - i. Preside at meetings of the Board of Directors in the absence of the President, or when requested to do so by the President.
 - ii. Attend Zone/National functions in the absence of the President, or when requested to do so by the President. Attend Zone 7 Presidents Meeting. Vice President is encouraged to attend.
 - iii. Assist the President as needed, directed or required.
 - iv. Maintain regular contact with the President.
 - v. Read and understand the PCA Region Procedures Manual as pertaining to the jobs of President and Vice President.
 - vi. Read and understand the Sacramento Valley Region Bylaws and Policy Statement.
 - b. Calendar
 - i. Maintain regular contact with the Editor of the Drifter as the person responsible for ensuring that membership is fully informed about all activities.
 - ii. Organize and hold annual event calendar meeting in January of each year. The event calendar shall run from January of the current year through March of the next
 - iii. Solicit input from region members for the event times and themes.
 - iv. Coordinate Breakfast/Brunch Run dates to assure that they do not conflict with other Region/Zone events.
 - v. Coordinate Tour/Special Event dates to assure that they do not conflict with other Region/Zone events.
 - vi. Coordinate with the Autocross Director to assure that they do not conflict with other Region/Zone events.
 - vii. Assure that Multi Region Events hosted by SVR are posted to the Zone 7 Website's calendar.

- viii. Approve events to be posted on the Region Website Calendar not on the Master Calendar and to coordinate the posting of these with the Region Webmaster that are not SVR/Region7 events.
- ix. The Vice President shall maintain a master calendar of all SVR events, activities, dinners, and other gatherings such as Zone 7 and Regional events. The planning period will be January of the current year through March of the next.
- x. The Vice President shall prepare and present to the Board by the February Board meeting, each year an overall plan of activities and events to be conducted during the planning period. Said plan shall give recognition to the various interest of the membership and shall provide for a reasonable number of events.
- xi. The Vice President will also take care to avoid, in so far as possible, scheduling events which conflict with Zone 7 series events or significant events to be conducted by other Zone 7 Regions and PCA National events such as Porsche Parade, Werks Reunion, Rennsport Reunion, Treffen or other events deemed significant by PCA National.
- xii. The Vice President will attempt to resolve or reschedule events which are in conflict with the annual activity plan approved by the Board. Activities cannot be scheduled or rescheduled unless cleared by the Vice President.

c. Insurance

- i. It is the responsibility of each Director or Chairs requesting the insurance. To report events needing insurance in a timely manner.
- ii. The Vice President shall submit PCA Event Insurance Enrollment form for requested insurance and email to insurance@pca.org, no sooner than 45 days or no later than 10 days before the scheduled event date (in accordance with the PCA insurer's requirements).
- iii. Assure that appropriate forms (Observer/Post Event) are filed for all events.
- iv. Have a clear understanding of all forms required by PCA National regarding events and region reporting.
- v. Complete and submit insurance for all moving and non-moving car events to National.
 - 1. Forms are located on PCA's website (login required) and are in fillable format.
 - 2. Forms are located at: <http://svr-pcaor.org/wp/general-information>
Follow up with Event Leader, appropriate Chair or Director to assure that reports (Post Event Report, Observer's Report, Incident Report) are completed by the correct persons for that event and submitted to National within five days of the event.
- vi. It is mandatory that the Vice President establish an positive system to maintain advance notice.

- vii. The Vice President shall include the status of requests for insurance at the Board meeting report each month.
 - viii. The Vice President is to provide insurance release forms for all activities (autocross, tours, rallies, competition events, etc.) which require them. The completed release forms are to be kept by the Vice President during the calendar year before being sent to storage.
 - ix. Form distribution are by email or other agreed up method between the event Chair and the Vice President.
 - x. Completed post event forms are the responsibility of the event organizer and must contact the Vice President for instructions.
 - d. Awards
 - i. The Vice President will include in his/her annual budget an amount appropriate for a gift for the President, subject to Board approval.
- 4. Other Duties
 - a. Ensure Board minutes are taken if the Secretary is unable to attend.
 - b. Keep track of venue seating limits.