

# Procedures for Niello Liaison

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1. **Purpose:** To further define the duties and responsibilities of the Club's Niello liaison.
2. **Scope:** The Niello Liaison responsibilities are to foster and maintain good relations between Niello Porsche and the Club. The liaison is the Point of Contact for all contacts on behalf of SVR with Niello unless otherwise authorized by the liaison.
3. **Point of Contact:**
  - a) To work with various Club officers, chairs and event leaders to interact with Niello Porsche.
  - b) To obtain permission to use Niello's Rocklin property for start of tour meeting location. For example: Autocross school, Concours, tours and other club functions.
  - c) To obtain at the request of Club officers, chairs, and event leaders, donations for Club events.
  - d) To obtain Porsche related material and advertising products that are made available through Porsche Cars North America (PCNA) or Porsche related material and advertising products that Niello itself produces.
4. **Procedures:**
  - a) Contact Niello Porsche's General Manager at the request of other Club officers and Chairs to arrange for the use of Niello's Rocklin property.
  - b) Work with the General Manager to get dates for Niello events that will be of interest to Club.
  - c) Work with our Advertising Manager as necessary to solicit advertising in the Drifter or Website. This may be one of the delegated areas.
  - d) Work with CRAB chairs to foster Niello's involvement in the event.
  - e) Work with Service Department to arrange for Safety Inspections prior to multi day tours. (NEW)
  - f) Prepare the annual budget in November for presentation to the Board.
5. **Succession:**
  - a) Provide historical information about past events to the new liaison.
  - b) Provide contact information.
  - c) introduce the new liaison to key Niello officers and staff.
  - d) If possible, assist when necessary during the transition.