



## CLUB CRITERIA

### "HOW WE ROLL"

It takes a dedicated commitment from several people to successfully run the club. The membership has high expectations. Club work must be shared!

The club must maintain a current and accurate database of member information. This database must be singular in nature. The idea is to have all information in one place, then as a member needs something, they can take a copy of the database and use as they see fit to create their individual project needs. It must include all information needed by any member in the club to perform their duties or do a special club project.

Some member projects include

- 1) "Name tags" with images, colors, names, and product procurement.
- 2) a club directory.
- 3) a club newsletter on our web site.
- 4) updating the website picture album.
- 5) updating the membership application form.
- 6) maintaining the "Club Guidelines" on the web site for club clarification.
- 7) maintaining the "Miata Resources" forum on the web site for local and national assistance in your car needs.
- 8) maintaining the "Rules of the Road" on the web site for club safety.
- 9) maintaining the "Drive Responsibility" on the web site for club safety.
- 10) maintaining the "Club Criteria" on the web site for clarifying work needs.
- 11) maintaining the "Comments" forum on the web site.
- 12) maintain the 'Nelson Mazda Booth'.
- 13) anything else a member would like to do for the club.

Pick a project and make a contribution? How about something new that you would like to see happen in the club? If it relates to Miatas and our membership, please step-up. You will be welcomed with open arms.

### Club Jobs / Officers

The following are some jobs/roles of the club. As with individual member projects, these responsibilities are essential to a successful club.

Term for each officer is one year (12 months), from the end of the club annual Christmas Party in December through to the end of the Christmas Party the following year. Each office is held by volunteers voted on in November of each year.

#### President

Preside over club meetings and quarterly officers' meetings throughout the year. The biggest job is to support those around you volunteering their time for the club and support all members as best as you can. You are not the club comedian. You are the focal point of the club. Duties include communications with other Clubs, keeping meetings on track, taking calls from new and existing members, spokesperson for the club, and being the Chief Enthusiast. You must be comfortable speaking to a group as you will be expected to do so at events. The president should have a very charismatic personality with a diplomatic nature. An ability to

delegate tasks without making enemies is essential. A thick skin helps as well since you may hear complaints from the membership far more than you will hear how great the club is doing. Most of all, the president must be able to commit time. You will be expected to attend nearly every event, respond to any and all inquiries in a timely fashion, and be consulted on any club item delegated to others or not. You must respond to all member concerns in a quick and time manner. You must be available.

Always have an Agenda - Use agendas for meetings to insure you get through the items, which need to be covered. It will help keep things on track. It is very easy to get so caught up in the fun of being with other driving enthusiasts. This situation can lead to nothing getting done in the meeting. Don't make the meeting about you.

## **Vice President / Events Director**

**Vice President** - Support the club and the president by stepping-up as needed to lead the club and those around you volunteering their time for the club and support all members as best as you can. You are the president's backup. You must fill in at events when the president is unavailable. Mostly, the Vice President's role is that of assistant or deputy. The position should be filled by someone who may not have the same amount of time available as the president, but who can be counted upon to handle the overflow and fill in where needed. The VP role may handle items that may not be assigned to another area. These projects may include Data Base information, Newsletter (email addresses), Name Tag (image, color, name, material), Club Directory, Miata Garage Sale forum, Miata Resources forum, Drive Safety Rules of the Road, Nelson Mazda Booth, photographer, Club Picnic, Christmas Party, Name, phone, car list for Chase Car, # of cars, # of colors, # of generations, Event information (names, car color, car phone #).

## **Events Director**

- 1) Come up with something to do in our car and get the word to members!
- 2) provide and maintain safety information,
- 3) provide and submit website information as needed and design assistance for webmaster,
- 4) maintain a club "NEO Miata Club Calendar", for current use and posterity, of all club parties, picnics, national Miata events and club drives including all drive information with number of cars in attendance;
- 5) coordinate all club functions with individual club member leaders, and support all members as best as you can.
- 6) Maintain an "NEO Miata Club Calendar" on the web site and be responsible for overseeing all club functions whether it is a drive, a picnic, a party or anything else related to the club.

Club members will contact you to find out dates and times as well as some details about what an event will entail. You will offer guidelines for continuity for an event but not actually plan how the event will occur. That task is up to the individual member doing the event. You will work closely with the individual doing the specific event, be familiar with many of the nuances on how to plan events, and be able to assist with details such as routing, reservations, etc. The "Rules of the Road" on the club website explains drive leader, member and sweep guidelines and club safety recommendations to club members.

Staging events is the most essential part of the success of any club. Without events, why even bother with a club? The whole point is to get together and have fun!

**Drive Leaders and Event workers** must volunteer to have drives and events. Some events will require more than just a single person. Rallies require checkpoint workers; picnics require people to handle the food and cleanup, etc. All club members must help out. If the club officers are the only ones helping out at events, they will soon burn out from not being able to simply kick back and enjoy an event now and then. The need for club volunteers must be stressed. Please step-up. Volunteer.

## **Treasurer**

Maintain a Ledger for club income and approved expenses, submit a brief monthly accounting to the club officers and support all members as best as they can. You will have basic accounting skills and be able to

produce detailed reports to show how the money comes and goes. Needless to say, a computer with a spreadsheet software and printer is needed. A bank reconciliation should be prepared each month and given to the President. The treasurer must be trustworthy and will need to keep books on club expenses and income.

Approved expenses are expenses which benefit the club membership as a whole and not just one or two members. The expense receipt shall first be approved by two other club officers by signing the receipt before it is submitted to the Treasurer to issue a reimbursement check. No approved expenses will be paid with cash, only checks will be used to pay club expenses in order to have a proper paper trail. The club bank account shall have two signers on the account, the Treasurer and the President.

### **Secretary**

Note and organize meeting activities for publication in the club monthly newsletter, maintain the membership application form and membership list and support all members as best as they can. You take minutes at meetings, handle correspondence with the State offices dealing with incorporation, and other "assistant" type duties. You maintain copies of the charter and by-laws, and are responsible for any modifications the club may vote on.

You are responsible for maintaining a membership database and must be capable of receiving the applications from new and renewing members, forwarding membership dues to the Treasurer, tracking membership dates, and generating a membership lists for events and for the newsletter. You must have access to a computer and be able to distribute a correct updated membership to any club officer or member needing this information for a specific project.

### **Web Administrator**

Maintain the web site as directed by the club leadership and project leaders. This is an excellent way to provide up-to-the-minute information regarding events, contacts, etc. However it is also necessary that the site be kept current. A club web site is of no use if the information on it is not current or is incorrect. This site includes the event schedule, member application, calendar, album file, store site, links, support information and archives, and general support to all members. You assist in maintaining the membership database; compile email addresses for mass member communication and organize the website to meet club needs. The website is the clubs communication network.

### **Newsletter Editor**

Handle deadlines and have some writing skill. It should be clear to all officers that the newsletter editor cannot write everything alone and everyone will be expected to generate an occasional article. Still, the newsletter editor must be creative and have the ability to "punt" when there isn't enough information available. They must have a computer. You may also have to keep on the back of the other officers to meet deadlines and get articles, event calendars, etc. You'll find that many people join just to read the newsletter and will never come to events. Consider this a benefit. Your club will receive the dues from members who will not use any club resources other than the newsletter. The newsletter will be posted on the website and distributed to the membership via the member's provided email address.

