

SCCA REGION OFFICERS – DESCRIPTION OF DUTIES

To help you have a better understanding of potential work load as well as recruit future leaders, please review the following descriptions of duties for Region Officers. This list is by no means comprehensive. It is only offered as a guide to you for use. For those Regions that have been contemplating writing their own, this may be a useful guide for you.

As a general guideline to Regional Executives (RE's) and Regions' Board of Directors (BOD), four things should be kept in mind:

1. The RE and BOD are responsible for identification, adjustment if necessary, and the care/cultivation of the Region's culture;
2. The RE and BOD should ensure the Region is using proper business practices to assure long-term viability;
3. The RE and BOD should have a planned method of open and honest communication with the Region's Membership;
4. All Region Officers should be review and be familiar with SCCA Bylaws, SCCA Operations Manual and SCCA Mission, Vision, Values and Welcoming Environment;
5. The RE and BOD should have a planned method of leadership training and succession.

Regional Executive

- Chief Executive Officer of the Region
- Official Spokesperson for the Region
- Presides at all meetings of Members and Directors
- Report on the status of the Region at each meeting
- Call any special meeting of Members and Directors in accordance with the Bylaws of the Region
- Prepares and adheres to agendas for all meetings
- Appoint or discharge necessary and appropriate positions and committees
- Sign and execute, together with the Treasurer (or his assignee), all contracts, notes, and drafts in the name of the Region
- With the BOD, participate in creating and assist to determine the Region's budget
- Perform or cause to be performed all duties assigned to him/her by the Sports Car Club of America, Inc.
- Approve Region Event Sanctions (or assign sanction requestor designees)
- Cause books, statements, reports and other certificates and records to be filed as required by law
- Complete (with aid of Assistant RE) Region SCCA Charter Documents and submit to the National Office no later than February 15th of each year
- Complete SCCA Directory information for the Region and submit to the National Office no later than February 15th of each year
- Enforce Region's Bylaws and perform all duties incidental to the office of Regional Executive
- Supervise all activities of the Region
- Have other such duties and authorities as prescribed by Bylaws or Regions Board of Directors
- Work closely with Region Board of Directors to create and monitor one year and five year plans using guidelines offered in the Mission Statement and Strategic Plan of SCCA, Inc.
- Communicate as needed with Executive Officers of other local sports car clubs, SCCA Regions, and SCCA Divisions
- Maintain communications with the responsible SCCA Area Director
- ***Web Access – Solo Results Upload, Region Accounting, Update Region Info***

Assistant Regional Executive

- Performs duties of the Regional Executive in that person's absence or incapacity
- Performs other such duties as assigned by the Regional Executive
- Performs duties as assigned by the Region's Board of Directors
- Attend all meetings of the Members and Director
- With the Regional Executive, shall prepare the Region's SCCA Charter Documents and submit to the National Office no later than February 15th of each year
- Work closely with Region Board of Directors to create and monitor one year and five year plans using guidelines offered in the Mission Statement and Strategic Plan of SCCA, Inc.
- ***Web Access – Update Region Info***

Secretary

- Keep minutes of meetings of Members and Directors
- Be the custodian of all records of the Region
- Attend all meetings of the Members and Directors
- Work closely with the RE and Region Board of Directors to create and monitor one year and five year plans using guidelines offered in the Mission Statement and Strategic Plan of SCCA, Inc.
- Maintain the Region's calendar of events
- Submit the Region's calendar to newsletter and website
- ***Web Access – Update Region Info***

Treasurer

- Have care and custody of, and be responsible for all funds, merchandise, and assets of the Region
- Have custody of monies, debts, and financial obligations of the Region
- Shall attend all meetings of the Members and Directors
- Reports financial status of Region to Members and Directors
- Maintain accounting records in accordance with Generally Accepted Accounting Principles
- Pay any outstanding transactions with SCCA Inc.
- Transmit dues and income information received from the SCCA National office to the Region's Membership Chairperson
- Make timely deposits to the Region's bank account
- Obtain tax exemption certificate if required
- With the Regional Executive and BOD, participate in creating and assist to determine the Region's budget for the coming year
- Work closely with the RE and the Region Board of Directors to create and monitor one year and five year plans using guidelines offered in the Mission Statement and Strategic Plan of SCCA, Inc.
- Ensure preparation and filing of tax returns in accordance with the Internal Revenue Code of the United States and other controlling jurisdictions
- Notify the Region's bank(s) when changes are made with respect to addresses, signatures, and other contact information for new officers or check signers
- ***Web Access – Region Accounting, Update Region Info***

Membership Chairperson

- The Membership Chairperson primary function is to promote continued growth of the Region through actively recruiting new Members and retaining current Members
- Stay current on promotional materials, membership programs, etc. offered by SCCA, Inc.
- Be the Chairperson of the Membership Committee
- Ensure new Members and other interested parties feel welcome at all Region events and develop outreach plans for inclusion
- Maintain a list of Members and other interested parties, with appropriate contact information
- Prepare an annual Region roster

Webmaster

- The Region's Webmaster designs the webpage and maintains content that is relevant to the Region and SCCA activities
- Maintains a professional and easily navigated site
- Ensures that the website is updated on a regular basis and is timely
- Collect stories, features, and pictures for web content
- Works closely with the Region's newsletter editor to ensure accuracy and timeliness of shared information and stories
- In cooperation with the Region's Secretary, shall generate a calendar of events
- Include results from all Region's events

Social Media Manager

- Maintain online policies consistent with SCCA Inc. in regards to Social Media Policy, online behavior, etc.
- Monitor social media outlets to ensure highest of standards of conduct from members
- Development of brand (Region and SCCA) awareness and online reputation
- Content management
- Cultivation of potential event participants and members

Editor

- The newsletter editor generates a periodical publication and distributes it to all Region Members and other interested parties
- Produce a publication or web content that is professional appearing and easy to read
- Generates content that is relevant to the Region and SCCA activities
- In cooperation with the Region's Secretary, shall generate a calendar of events
- Include reports of all the Region's events
- Work closely with the Region's Webmaster and Social Media Manager to ensure accuracy and timeliness of shared information and stories
- Secure advertising to offset publication costs

OTHER POSITIONS

Sanction Requestor

- Regional Executive Designee authorized to submit sanctions on Region's behalf
- ***Web Access – Sanction Process***

Report Recipient (note: all of the above must be added as report recipients)

- Regional Executive Designee authorized to view/download membership reports
- ***Web Access – Region Reports***