

# ACC of FMCA Policies and Procedures

## DUTIES

The Presidents position will be responsible for setting goals and making sure chapter is financially sound.

The President shall secure sites for rallies after finding out from the FMCA Director where the FMCA conventions will be held. The sites shall be determined using the "Campground selection guide" and shall be secured at least two years before the date of the rally, unless the date is not available from the FMCA.

The President shall assist the area directors in any way possible in setting up the rallies in their area.

The President shall seek door prizes and sponsors for individual events at the rallies. The president will work with the American Coach Representatives, service and sales to coordinate the rally.

The Vice President shall assist the President in any duties of the president and fill in for the president when the president is not available.

The Vice President or the Rally Master, shall receive the rally registrations for the rallies, and register the members. The Vice President will work with the area director and keep him informed of the number of registrants for the rally.

The secretary shall take minutes of the meetings. The secretary shall keep the FMCA informed of the chapter membership and other specific duties that will be determined by FMCA. The secretary will keep the history of the club for reference. The Secretary will write letters of invitation and send current newsletter to prospective members, as notified from FMCA.

The Treasurer shall keep the books of the chapter using the chapter copy of Quicken. The Treasurer shall keep the president informed of the status of the chapter at all times and if there is a sudden change in the financial position of the chapter. The Treasurer shall use the Bank of America, unless the Executive committee decides to change what bank the chapter will use. The Treasurer will write the checks for the rallies and reimburse the rally master for expenses occurred, upon presentation of actual receipts.

The Membership Chairperson shall keep the membership database updated and register new members. The membership chair shall send a copy of the membership database to the President on a monthly basis, or sooner and keep the president informed of all activities. The membership chair shall order and deliver to new members their name badges. The membership chair shall send out dues notices and receive dues from members. The dues shall be deposited in the bank and the treasurer notified of the

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Area Directors shall receive from the President the site location of the rally as soon as it is determined and will start to set-up the rally. The Area Director will work with the president in determining the price of the rally and the activities for the rally, but the overall planning and execution of the rally shall be the responsibility of the area director and he or she will be called the "Rally Master".