

OFFICER RESPONSIBILITIES

A. Duties of the Regional Executive

1. Complete the corporate license agreement annually. (Received from National)
2. Review local dues with the Board of Directors as per Article II, Section 2, of the Region's By-Laws.
3. Review all correspondence from SCCA National and distribute to appropriate Officers and Chairmen.
4. Complete corporation papers each fiscal year to confirm non-profit status. A year-end financial report should be attached. (Obtained from Treasurer.)
5. Select the meeting site for the August meeting if needed.
6. Work with publicity chairman to promote positive image of SIR/SCCA within the tri state and National SCCA organization. (Freedom Festiva Big Wheel Rally, charity event.)
7. Upon receipt of the certificate of insurance from SCCA insurer, distribute, via the Secretary, copies to our Solo site sponsors. Their names can be included on the certificate.
8. Call Board of Directors meetings at a site, date, and time of your choice. (Follow modified Membership Meeting agenda.)
9. Approve major expenditures between Board of Directors meetings.
10. Communicate with Executive Officers of other regional sports car clubs.
11. Official spokesman for SIR/SCCA.
12. Nominate chairmen for approval by the Board of Directors.
13. Approve and forward Regional and National driver and worker licenses.
14. Preside at all membership and Board of Directors meetings.
15. Comply with the SIR/SCCA By-Laws and Competition Regulations.
16. MC the annual Awards Banquet and Christmas Party.
17. Preside over annual election process.
18. Complete the SCCA Directory questionnaire (November) received from National
19. Complete the Regional Charter Renewal (December) received from National

B. Duties of The Assistant Regional Executive

In the absence of the Regional Executive, the Assistant Regional Executive shall perform the duties of presiding over all meetings of members and Officers, plus all other duties normally performed by the Regional Executive. This officer shall perform all tasks as assigned by the Regional Executive, serve on the Board of Directors, and comply with the SIR/SCCA By-Laws and Competition Regulations.

C. Duties of The Advisor to the Board

1. This position is created under the authority of SIR/SCCA By-Laws, Article V, Section 1, which states in part "and in addition, shall hold the office of Advisor to the Board during the year immediately following the expiration of the term as RE." The position was created for the purpose of providing continuity to the Board of Directors. This position becomes invaluable when:
 - a. All 'new' officers are elected.
 - b. Programs are carried over from one year to the next.
2. While this position has no specific appointed duties, it is generally understood the Advisor to the Board will:
 1. Conduct membership and/or Board of Directors meetings in the absence of both the RE and ARE.

2. Advise the RE on club procedures and 'traditions.'
3. Generally, advise the RE as requested and needed.
4. Be available for special assignments at the RE's discretion
5. Serve on the Board of Directors and comply with the SIR/SCCA By-Laws and Competition Regulations.

D. Duties of The Secretary

1. Distribute ballots to membership as described in Article N, Section 4.
2. The Secretary shall attend all meetings of the members and Board of Directors.
3. Keep records of meetings of the members and Board of Directors.
4. Be responsible for notifying new members of their acceptance into the membership of SIR/SCCA.
5. Provide copies of the membership and Board of Directors minutes to the PIT STOP Editor if requested.
6. Is responsible for all correspondence to sponsors, other clubs, members, Board of Public Works, etc.
7. Has custody of the Corporate Seal and all club records.
8. Comply with the SIR/SCCA By-Laws and Competition Regulations.
9. Record all changes in the By-Laws and Competition Regulations and inform the membership through PIT STOP.
10. Obtain membership pins from National for presentation by the RE at the Awards Banquet.
11. Appoint committee to count ballots at annual meeting.

E. Duties of The Treasurer

1. Assist in preparation of current year budget.
2. Advise/assist newly elected Treasurer with budget.
3. File necessary Federal and State taxes and Corporation papers.
4. Responsible for registration at all SIR/SCCA events.
5. Deposit monies from events, sales, sponsorships, and other sources.
6. Keep checkbook and savings account up to date.
7. Write checks for approved purposes and amounts.
8. Have expense and income summary available at each membership meeting.
9. Have current balances on checkbook and savings account for both membership and Board of Directors meetings.
10. Order all SCCA supplies. (Decals, forms, etc.)
11. Keep inventory of small club items to be sold at events. (Rule books, shirts, hats, pins, etc.)
12. Keep inventory of any unused Dash Plaques.
13. Serve on the Board of Directors and comply with the SIR/SCCA By-Laws and Competition Regulations.
14. Provide six-month and year-end financial statements
15. Event Procedures for Treasurer:
 - a. Autocross Procedure
 1. All cars must be tech'd first.
 2. Make sure all information is filled out on the tech sheet (make, model color, etc.)
 3. Be sure to have ALL the people attending the event sign the insurance releases.

4. Ask all entrants to produce a valid driver's license and check the date. Recheck all events.
5. Check SCCA membership card to see if it is current.
6. Take entry fee and give any dash plaque.
7. File tech sheet in accordion file according to class.
8. After registration has closed, count participants in each class and place on bump order sheet (Tech Inspector will have these). It will be much smoother if you have clip boards and a few people helping. Fill out timing and scoring sheets, one original. one carbon, separate, one copy to the timers and one to posting. After the event, the insurance releases go to the Activities Chairman and the tech sheets go to the PIT STOP address and mailing person.
9. Count money and deposit as soon as possible.

b. Rally Procedure

1. All cars must be tech'd first.
2. Make sure all information is filled out on the tech sheet especially the class (A, B, Guest).
3. Same entry stipulations for non-SCCA members as for autocrosses.
4. Be sure to have ALL the people attending the event sign the insurance releases.
5. Ask all drivers to produce their driver's license and check the date.
6. Take entry fee and give any dash plaque (if provided).
7. Place all tech sheets in numerical order.
8. Place entries in order on the tally total sheets. Denote class to the side of the names on the sheet. See Event Marshal for number of copies required.
9. Give the insurance releases to the Activities Chairman and the tech sheets to the PIT STOP address and mailing person
10. Count money and deposit as soon as possible.

F. Duties of The Activities Chairman

1. The Activities Chairman shall be responsible for arranging the occurrence of all regional competition activities.
2. Maintain all regional point standings (Berry, Autocross, Rally, Rookie, Attendance, Worker, and Entry).
3. Solicit Event Marshals and Assistant Event Marshals and assist in scheduling events.
4. Advise Event Marshals of SIR/SCCA Competition Regulations.
5. Supervise the event preparation by Event Marshals.
6. Assist Event Marshals in securing equipment for events.
7. Maintain equipment and spares in working condition
8. Be advised of regional events and advise membership via PIT STOP.
9. Maintain official records and results of all regional competitions.
10. Publish in PIT STOP all event results, point totals, and the competition calendar.
11. Chair protest committees.
12. Advise Assistant Chairman, RE, and PIT STOP Editor of year-end award recipients.
13. Serve on the Board of Directors and comply with the SIR/SCCA By-Laws and Competition Regulations.
14. Inform the membership of all changes in the SIR/SCCA Competition Regulations via PIT STOP.

G. Duties of the Assistant Activities Chairman

1. Assist the Activities Chairman in the arrangement of all regional activities.

2. Order all Dash Plaques for events (if provided).
3. Order all trophies for each event and year-end awards, such as the Officer plaques, Berry, Autocross, Rally, Rookie trophies, and the Indian award.
4. Be responsible for the technical inspection of all cars, before, during, and after each rally, SOLO event, or race.
5. Serve on the Board of Directors and comply with the SIR/SCCA By-Laws and Competition Regulations.
6. Be responsible for "Bump Order" classification of entrants at SOLO II events.
7. In the event the Activities Chairman is directly involved in a protest action or cannot serve on the protest committee, the Assistant Activities Chairman shall preside.

H. Duties of the PIT STOP Editor (also may be website Editor)

1. Establish the editorial content of PIT STOP needed to fulfill the guidelines set down in the By-Laws and Competition Regulations and meet the needs of the membership. Included should be any event SIR/SCCA members participate in as a club member (autocrosses, rallies, car shows, civic activities, etc.).
2. Listen for intriguing stories and recruit writers if possible. Mandatory articles shall be done by the RE, the Activities Chairman, and the Editor.
3. Establish a deadline. This should be approximately 2 to 3 weeks prior to the membership meeting. PIT STOP must be in the hands of members at least three days before the membership meeting.
4. Collect the articles either by mail, email or at events. The sooner the better. Obtain membership and Board of Directors meeting minutes.
5. Pit Stop is usually put together in MS Word or a similar program
6. Develop the format. The more you follow a set pattern, the smoother it is to do. It is also easier for the reader to find a section (coming events, points, classified ads, etc.).
7. Separate the ads, any conglomeration of advertisements usually gets just a glance.
8. Upload Pit Stop and Mailing list to email website so that Pit Stop is mailed about the first Tuesday of the month.
9. Serve on the Board of Directors and comply with the SIR/SCCA By-Laws and Competition Regulations.

I. Duties of the Women's Chairman

1. The Women's Chair shall be responsible for overseeing the creation and development of club programs for women.
2. Serve on the Board of Directors and comply with the SIR/SCCA By-Laws and Competition Regulations.

Revisions incorporating all prior amendments:

June 8, 1981	Barry Schonberger
June 14, 1985	Fred Pendley
March 18, 1986	Fred Pendley
December 1, 1990	Bob Sonntag
March 28, 1997	Bob Sonntag
December 1, 2012	Paul Dornburg
March 6, 2019	Paul Dornburg
January 4, 2023	Paul Dornburg – reviewed and created pdf for website