

Job Description Vice President

Scope:

The Vice President is responsible for the planning and implementation of all aspects of the National Kings on the Road rally. Coordinates with the President, the Board and the Wagon Master to insure a successful rally.

Specific Tasks and Duties:

Coordinates with the President, the Board and the Wagon Master to develop and implement a rally budget. Monitors actual and projected income and expense to insure compliance with the budget.

Develops a coherent rally schedule for the seminars and all other rally events.

Monitors progress to insure that all tasks necessary for a successful rally are completed when needed.

Works with the Wagon Master to establish a rally theme, set up meals, ladies luncheon, golf tournament, entertainment and all other rally activities.

Works with the Chapter Chair and the Chapters on any desired Chapter activity, including Chapter parking, a Chapter Row at registration or Chapter participation in any food preparation, entertainment, etc.

Arranges for and schedules all seminar presenters and vendor participants.

Arranges for and schedules all craft events including craft show, craft classes, lanyard classes, etc.

Coordinates with the President and the General Manager of the King of the Road Division of Chief Industries and the Wagon Master to synchronize King of the Road's rally participation and financial support. This includes presentations, display of new rigs, meal or entertainment involvement, rig repairs, and "goody bags" and other promotional items.

Works with the Publicity Chair to assure sufficient information is communicated or provided to the membership in a timely manner. This includes, but is not limited to the following:

- Preliminary, interim and final rally schedule of events,
- Registration forms,
- Descriptions and costs of optional activities and merchandise.

Receives, records and is fiscally responsible for member rally reservations. Keeps accurate and timely records of attendees' names and addresses, membership number, chapter affiliation (if any), optional activities selected, merchandise ordered (if applicable), number of guests, money received and parking assignments (if applicable) and any additional information required by the host campground. Promptly transfers all funds to the Secretary/Treasurer for deposit.

Assigns rally parking consistent with the host campground. Coordinates with the Wagon Master on establishing the arrival and check-in process.

Composes, prints and mails confirmation letters to all registrants. Includes appropriate information on site, check-in procedures, optional activities, travel hints and options, early arrival or late departure options, cancellation and refund policy, etc.

Assigns a door prize committee to obtain door prizes from the board, King of the Road, local RV shops, local businesses, individual chapters and members.

Coordinates with the Membership Chair to insure the ordering of sufficient rally bars ("dangles").

Insures that club merchandise, clothing and any other items for sale is designed, selected and ordered in sufficient quantity for the National rally.

Promotes rally attendance by inclusion of appropriate information and articles in the Newsletter.

Assists the President in the development of, a post rally evaluation form to be completed by all attendees. Coordinates with the President in tabulating and evaluating the completed forms. Distributes detailed results to the Board. Summarizes results for publication by the Publicity Chair in the newsletter.

Authority:

The Vice President is subordinate to the President and the Board. The Vice President oversees the activities of the Wagon Master.

Expenditure approval limit is \$500.00. Must obtain approval of the President or the Board on any expenditure exceeding that limit. May commit to any rally expense previously approved by the Board through the budget process.

Skills and Requirements:

Good written and verbal communication skills are required.

Basic leadership skills are desired.

Internet access and basic computer capability is required. Word processing and basic spreadsheet skills are desired.

Supervisory or management experience is a plus.

Original Draft Prepared By: Dave Starnes
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Revision 1: Wendell and Ruth Brown
Dec. 02, 2003

Revision 2: Dave Starnes
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