

So, You think you might want to be an officer in this great club of ours, the “North East Willys Jeeps Organization”(NEWJO), but you have no idea what an officer does. This excerpt is hopefully going to shed some light on the subject and also spread some encouragement to others out there who want to fill the position.

Let us start with the top leadership roles and move on from there.

President: This is a two-year term of office and is elected in the even years. The president is the person who takes on the largest responsibility with in the club. Moderates all business meetings. All-important documents have the president’s signature. All outside contacts are made through the president. The president is responsible for smooth operations with in the club. The president secures others to fill important positions, and committees. The president runs all business meetings and tries to maintain a presence at all functions. The president initiates disciplinary process. The president **does not** have a vote in business matters other then to break a tie. The President is responsible for promoting NEWJO in a positive light and recruiting membership.

Vice President: This is a two-year term of office and is elected in the odd years. The second most important job with in the organization. The VP shall act as President in their absence. The VP is responsible for representation at the North East Association of Four Wheel Drive clubs. The VP is responsible for maintaining a land use conservation effort, and maintains the club copy of the “United Four Wheel Drive Association” (UFWDA) Conservation Bible. The VP is responsible for promoting NEWJO in a positive light and recruiting membership.

Secretary: This is a two-year term of office and is elected in the even years. The secretary is responsible for keeping accurate minutes of all business meetings and keeping membership apprised of new members. The secretary is responsible for maintaining a membership database, and updating bi-annually. The secretary is responsible for making sure new member packets are together and sent out to new members. The secretary maintains the UFWDA database. Responsible for finding substitute when absent. The secretary is responsible for promoting NEWJO in a positive light and promoting membership.

Treasurer: This is a two-year term of office and is elected in the odd years. The treasurer is responsible for keeping track of NEWJO funds. The treasurer receives dues money, donations, and other incoming funds and deposits them into the Checking account. The treasurer receives bills and pays them. The treasure reports at Quarterly meetings available funds, past expenditures, and upcoming expenditures. The treasurer is responsible for annual audit of funds,

and making annual Income tax report if needed. The treasurer is responsible for promoting NEWJO in a positive light and promoting membership

Activities Chairman: Responsible for securing activities committee. Formulates a plan of action for Restoration and Recreation within NEWJO. Coordinates monthly meetings for restoration and recreation in conjunction with quarterly business meetings and other NEWJO Functions. Is also responsible for coordinating annual family fun day and annual Christmas party. Activities Chairman is responsible for promoting NEWJO in a positive light and promoting membership.

Restoration Board Seat: There are two seats for this position and they alternate between election years. These are two-year positions. The responsibilities of these members are to maintain a focus on restoration within NEWJO. To sit on the Activities Committee and maintain a concentrated effort of not losing touch with the restoration side of the club. Each seat is responsible for securing two out of twelve meetings in a calendar year. This means organizing them or securing a host and or location. These could also be family events like museum tours, ball games or other family events. To be present at quarterly meetings. To contribute to the newsletter. To promote NEWJO in a positive light and promote membership.

Recreation Board Seat: There are two seats for this position and they alternate between election years. These are two-year positions. The responsibilities of these positions are to maintain a focus on Responsible Recreation within NEWJO. To sit on the activities committee and maintain a concentrated effort of not losing touch with the recreation side of the club. Each Seat is responsible for securing two out of twelve meetings in a calendar year. This means organizing them or securing a host and or location. To be present at quarterly meetings. To contribute to the newsletter. To promote NEWJO in a positive light and promote membership.

Conservation Chairperson: This is a two-year term and is elected on the even years. The main responsibilities are to keep NEWJO informed of actions that would directly relate to us as a club. Road Closures, Land Issues, Conservation efforts, Trail Cleanups, and land access. To organize at least two trail cleanups a year. These can be on a regularly scheduled meeting date. To contribute to the newsletter. To promote NEWJO in a positive light and promote membership.

Webmaster Chairperson: This position is appointed by the President. The responsibilities are specifically related to the web page. To maintain an

informative family friendly useable functioning web page. To keep updated. To keep refreshed. To address membership issues pertaining to web page. To secure others to assist in development, and maintenance of web page. To contribute to the newsletter. To promote NEWJO in a positive light and promote membership.