

Roles & Responsibilities for FCA-MAR Officers

a/o Sep 9, 2010

Regional Director

Responsible for overall leadership of the FCA-MAR and Chairman of the FCA-MAR Board of Directors (BoD)

- Establishes goals for the FCA-MAR BoD and its members to achieve
- Defines responsibilities for the BoD members in working toward those goals
- Coordinates activities of BoD members and oversees progress toward goals
- Ensures that the MAR stays financially solvent and stable
- Represents the MAR in dealing with the FCA National Organization
- Keeps all members apprised of FCA and Ferrari SPA matters that affect the MAR

Treasurer

Responsible for maintaining the financial status of the FCA-MAR

- Maintains accurate records of all financial transactions regarding the FCA-MAR
- Receives all income and pays all expenses
- Prepares reports of financial status to the FCA Board of Directors, the FCA-MAR BoD and membership, as required
- Assists in short-term planning of yearly incomes and expenses
- Assists in long-term financial planning to ensure solvency of the FCA-MAR
- Ensures that FCA-MAR funds are safely held in a secure account and wisely invested in interest-bearing accounts
- Notifies the Regional Director of any irregularities in the FCA-MAR financial status

Secretary

Responsible for maintaining important documentation related to the operation of the FCA-MAR

- Records and distributes to the MAR Board members all meeting minutes, and maintains, minutes and written records of significant meetings and events, concentrating on decisions and action items generated during these meetings and events
- Maintains and updates the "Record of Important New Policies & Decisions Indocinated by The MAR Board of Directors".
- Works with various Board members, as needed, to compose and mail letters and other forms of communication to conduct the business of the FCA-MAR
 - Monthly "Email Blast" to MAR Members.
 - Annual mailing of the MAR Directory

Assistant RD for Events

Responsible for organizing and executing the schedule of events for the FCA-MAR

- Works with the BoD and membership to develop an annual slate of events
- Closely coordinate with each event sponsor(s) to ensure the event will be planned and executed in a safe and responsible manner
- Coordinates with the FCA-MAR Treasurer to ensure events are fiscally viable.

- Coordinates with available resources (FCA, FMoW, FerrariChat.com) to ensure events are properly advertised in a timely fashion
- Solicits articles and photographs from event sponsors and participants concerning the event. Coordinate this with the RD for History, Photography, & Articles

Assistant RD for Membership

Responsible for growing and retaining membership in the FCA, especially the FCA-MAR

- Maintains records of new and departing members. Advises the BoD of any significant changes in this data
- Ensures that new members are welcomed to the club with written correspondence and/or telephone contact.
- Ensures that contact is made with departing members to ascertain the reason for their departure. Reports findings to the BoD.
- Ensures that during all events there is a provision for new members/first time attendees to be recognized and welcomed.
- Searches for and suggests new ways to attract new members

Assistant RD for Information Technology & Website

Responsible for using IT and the WWW to improve the operation of the FCA-MAR

- Develops and executes a plan to use IT and the WWW to:
 - attract new members
 - communicate with and retain current members
 - take the pulse of Ferrari Tifosi regarding all aspects of the FCA and FCA-MAR
- Updates, improves and maintains the FCA-MAR website
- Provides feedback to the BoD on all findings above

Assistant RD for Charities & Sponsorship

Responsible for coordinating the FCA-MAR activities concerning charities and gifting

- Seeks opportunities for charities to participate in FCA-MAR events to their benefit. Presents these opportunities to the BoD for approval
- Coordinator with charity reps and works with the Assistant RD for Events and the event sponsor to execute approved charity events.

Assistant RD for History & Articles

Responsible for maintaining a running history of the FCA-MAR to include appropriate photographs and Prancing Horse and other articles

- Initiates and maintains a continuous MAR history of events, personal stories, elections, publications, etc.
- Ensures that members submit materials for various publications at levels outside and inside the MAR – the FCA NEWSbulletin, Prancing Horse, the MAR website, FerrariChat, etc.