

***Northern Virginia Chapter – IPMS
Responsibilities of Elected Officers & Volunteers***

The Northern Virginia Chapter/IPMS encourages members to enquire about elected or appointed positions. It is important to consider that each position represents a responsible commitment of your time and effort to help ensure the smooth continuity and operation of our club. Please carefully consider your willingness to serve and your ability to fulfill the responsibilities outlined below.

Club Officers - Chosen by chapter membership

Limited to IPMS Adult National members (over 18 years of age due to requirement to sign legal documents)

Club officers serve for a period of 2 years (IPMS/USA standard). Elections are held in November of each even numbered year (i.e. 2020, 2022, etc.)

General responsibilities of all elected chapter officers:

- Represent the chapter at official IPMS functions
- Participate in annual event planning to include but not limited to:
 - ♣ Make-n-Take programs
 - ♣ Annual Model Classic Show and/or possible Regional or National shows
 - ♣ Christmas Party
 - ♣ Club Displays
- Work to promote the chapter and encourage chapter and national membership.
- Account to the general membership for the continuity, operation, and camaraderie of the club.

Elected Positions (Voting rights)

President:

- Conduct the monthly meetings and represent the chapter at official IPMS functions. Conduct shall be in such a manner as to be in line with the IPMS/USA National Constitution and By Laws for voting and business decisions. The usual format for the meeting will be:
 - General Announcements
 - Reports from officers and appointees
 - Speaker Introductions
 - Raffle
- Represent the chapter at official IPMS functions.
- Represent the chapter when participating in outside functions.

Vice President:

- In the absence of the President:
 - Conduct the monthly meetings.
 - Represent the chapter at official IPMS functions.
 - Represent the chapter when participating in community outreach or other outside functions.
- Maintain the membership roster and email notification list.

Secretary/Historian:

- Prepare and maintain all minutes, business decisions, and voting results during monthly chapter meetings.
- Prepare and maintain all minutes, business decisions, and voting results during E-Board meetings.
- Maintain custody & maintenance of chapter Charter and records.
- Prepare and submit Chapter Charter renewal correspondence with IPMS (fee check to be provided by the Treasurer).

Note: Estimated time involved in these duties is three to four hours per month with longer times expected during Model Classic preparation and charter renewal.

Appointed Positions - Appointed by Chapter Officers

Limited to IPMS Adult National members (over 18 years of age due to requirement to sign legal documents)

Appointed Positions (Voting Rights)**Treasurer:**

- Maintain all financial records and execute all financial transactions for the chapter.
- Prepare and distribute all required financial obligations of the chapter:
 - Trophy sponsorships
 - Annual Report (due each November)
 - Model Classic
 - National membership subsidy
 - Build the Same Subject
 - Website fees
- Conduct financial planning to support the E-board in annual and long-term execution of chapter business.

Chapter Contact:

- Liaise with IPMS National and Regional coordinators.
- Act as point of contact with other IPMS Chapters, both domestic and international.

- Act as point of contact with the general public.

Note: The Chapter Contact name, phone number, and e-mail information will be used as point of contact for all advertisement media.

Appointed Positions (No Voting Rights)

Raffle Coordinator:

- Maintain raffle donations.
- Sell tickets and conduct raffle at monthly meetings. Give proceeds to the Treasurer.
- Sell tickets and conduct raffle at Model Classic. Give proceeds to the Treasurer.

Contest Coordinator:

- Administer the monthly contest.
 - Determine monthly special categories.
 - Announce award winners at conclusion of the meetings.
 - Distribute awards.
- Administer the annual Build the Same Subject (BTSS) program.
 - Determine the subjects for the program.
 - Procure kits within the budget provided by the Treasurer.

Webmaster:

- Maintain the Chapter web site
www.novaipms.org
- Maintain the Chapter Google Group
<https://groups.google.com/forum/#!forum/northernvirginiamodelers>
- Maintain the Chapter Facebook page
<https://www.facebook.com/Northern-Virginia-IPMS>

Newsletter Editor:

- Produce and edit a monthly newsletter.
- Distribute the newsletter to the Chapter membership.
- Distribute the newsletter to IPMS National.

Program Coordinator:

- Arrange programs for the monthly meetings (to include guest speakers and demonstrations.
 - Select programs for each meeting. Publish the list on the Chapter website.
 - Coordinate, schedule, and conduct the programs at each meeting.
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Note: There may be some overlap of any of these offices and positions based on available volunteers.

Club Property

Custody is divided among Officers and Appointees ONLY based on the needs of the club at any given time

- Club show banners
- Easels (6)
- Hand held radios (6) & chargers (2)
- PA System
- Wireless mic receiver
- Hand held mic
- Headset mic
- Ott lights (8)
- Plug hubs (2)
- Extension cords
- Surplus Model Classic wrist bands
- Surplus Model Classic awards
- Projector/Stand