

Operating Guidelines Roster & List Keeper

1. Attend General Meetings; attending Board Meetings optional.
2. Create *Committee Log* of new volunteers after the January General Meeting and email the log to all Officers, Board Members, and Editor.
3. Obtain approved member applications from the Membership Chair, either by attending Board Meetings or by having the Membership Chair mail them to you.
4. Update the Roster throughout the year as new members are added. Include any changes in members' contact information from Membership Renewal forms, which the Treasurer will pass on to you. Remove names of any non-renewing members by February 1st.
5. Update the following lists as new members are added:
 - A. Seniority Log
 - B. Birthdays and Anniversaries (send copy to editor)
 - C. Mentorship (send copy to mentor coordinator)
 - D. Your own email club members contact list
 1. Send Roster electronically twice a year (Feb. and July) to all members who have email.
 2. Mail Roster once a year (Feb.) to members who do not have email.
 3. Update and send Members' Model A's Owned list electronically once a year (July) to all members who have email and mail paper copies to members who do not have email.
 4. Call or email MAFCA once a year (Jan.) to verify all members, update list, and keep list in file. (Notify Officers and Board members of any problems.)
 5. Update Past Presidents list and a separate Officers and Board Members list once a year (Jan.) and keep a paper copy in file.
 6. Update Name-only Roster once a year (Jan.) and send to California Auto Museum for use at the front desk for our members' free admittance.
 7. Assemble New Member Packets and deliver to President at the General Meeting. (At the meeting, have President sign welcome letter, have the Secretary sign the Membership Card(s). Obtain from Raffle Chair a raffle ticket, write new member's name on it and attach to outside of New Member Packet.)

The New Member Packet is to include the following:

 - A. Welcome Letter signed by President
 - B. Membership card(s)—fill in name, year, and member number, which is the month and year they join (for instance, if they are joining in February of 2013, their member number will be 0213. If there is more than one new member family in a month, they will have the same member number.)
 - C. Name Badge(s)
 - D. Driver-of-the-Year Rules and Point Guide
 - E. MAFCA Decal (1)
 - F. Membership Roster
 - G. Members' Model A's Owned list
 - H. List of Volunteer Chair Positions

- I. Glossary of Terms
- J. List of Model A Parts Suppliers
- K. Rules of the Road
- 1. Maintain paper files of master copies of the documents listed above as well as an inventory of all merchandise to be enclosed in the New Member Packets.
 - A. Order MAFCA merchandise from MAFCA as needed.
 - B. When assembling each new member packet, print out Roster (with new member's name on it) and other enclosed documents, including Welcome Letter to be signed by President.
 - C. Update enclosure documents with Board approval as needed.
 - D. Submit receipts, using the Capitol A's Request for Check form, to ask Treasurer to reimburse you for the MAFCA merchandise and an ink cartridge (one cartridge per year) and any mass reproduction costs.
 - 1. When you retire from this position, contact the next Roster and List Keeper Chair soon after the January General Meeting to explain the duties and answer any questions regarding these guidelines.

For assistance with any questions not answered in this Guideline, contact the Club President.

R&LK Guidelines 9-8-12