



Queen City Model A Club

Officers and Directors Roles and Responsibilities

Revision 1

Adopted November 17th, 2025

OFFICERS: Officers President, Vice President, Secretary, Treasurer.

The President shall be the principal executive officer of the Club and shall supervise all the business and affairs of the Club with consent of the Board of Directors. He/She shall preside at all meetings of the members and shall perform all duties incident to the office of President. The President shall supervise plans for extending, unifying, and rendering efficient the work of the Club. He/she shall be responsible for communications with the two national clubs in an effort to maintain the club's regional status and to pass to the membership relative information regarding national club activities and policies. The president shall seek approval from the board of directors on matters concerning club policy or major club expenses budgeted. The President shall also serve as activities chairman unless he/she wishes to delegate that duty to another individual.

The Vice-President shall act in place of the president when absent, will be in charge of making reservations for meeting places, be the record keeper of the roster, welcome new members, greet them at their first meeting, and present club information to them to include membership badges, copies of the roster, copies of the by-laws, etc, and obtain a listing of MARC membership to verify that national dues for all members have been paid.

The Vice President shall receive applications with dues and either deposit funds to general fund or forward to Treasurer.

The roster shall include contact information, MARC and MAFCA numbers, annual dues status, birth and anniversary dates, and date members joined QCMAC. Copies may be made available to members, but not to individuals or others outside the club. At the end of December each year, any member who is delinquent in paying dues, will be contacted and given a chance to pay or strike their name from the roster.

The Secretary shall keep minutes of the meeting of the members, and present them to the newsletter editor in time for the issue in the next newsletter

The Treasurer shall have charge and custody of all club funds and make verbal reports at each meeting. Banking statement copies shall be given to the president for audit purposes. Treasurer shall also make arrangements for the president as an alternate signer's signature registered with the bank so that he/she may sign checks in the treasurer's absence The Treasurer shall supply the monthly account review to the newsletter editor for publication in the monthly Distributor.

The Directors shall support the officers as needed or requested and represent the club in all club matters.

Revision Control

Revision 1 11/17/2025 – Created as a new document to be managed by the Board of Directors. Details were removed from the By-Laws to allow for easy of changing responsibilities with having to have entire club approval. Removed details on meeting locations and added to the by-laws Article 5 -Meeting of membership.