



National Council of Corvette Clubs, Inc.

Incorporated 1960



Job Description

BUSINESS MANAGER: (elected at the Nov meeting in ODD years, term of office covers a two year period 2012-2013; 2014-2015 etc.)

HOTEL

1. Review, negotiate, & present to the NCCC Board of Governors hotel site for the next three year period (2013-2015, 2016-2017 etc.)
2. Oversee E-Board reservations for the Governors' meetings, Friday & Saturday set-up with the hotel, etc. have been made.
3. Review the bill for each NCCC Governors' meeting prior to it being sent on to the NCCC Treasurer for payment.

INSURANCE

1. Prior to renewal, discuss the program with our account representative and review with the E-Board for the November meeting.
2. Completely learn the policies and be able to answer questions on same.
3. Coordinate the Club Governors list each year to provide to our insurance account representative so pertinent information can be sent to the clubs.
4. Review Certificates that are sent in for sanctioned and non-sanctioned events.
5. Respond to telephone calls between Governors' meetings.
6. Meet with insurance policy holders to review next year's prospective bids between Sept-Nov.
7. Obtain competitive prices on all items and services NCCC purchases and keep a file on Vendors who provide services.
8. Review with E-Board all Vendors wishing to use our name (logo) on items for sale.

MEETINGS

1. Attend Regional Officer Meetings during the Governors' meeting weekend as requested to address any problems or questions.
2. Serve on the NCCC Finance Committee.
3. Chair the Convention Steering Committee Meeting.
4. Attend the Friday afternoon and Saturday morning E-Board meetings.
5. Attend the Saturday afternoon Governors' meeting.

(Updated 11/7/13)