



# National Council of Corvette Clubs, Inc.

Incorporated 1960

## Job Description

March 2016



### **DIRECTOR OF CHARITY** (Appointed by the President – one year term – no term limits)

The Director of Charity is appointed by the President with the approval of the Board of Governors with no restriction on the length of the term. The Director of Charity shall be responsible for all matters related to the charity program.

#### Charity of choice decided by NCCC Governors

- To be determined at April 23<sup>rd</sup> 2016 NCCC Board of Governor's meeting
- Liaison and maintaining relationship with chosen charity
- Design and print raffle car tickets per program approved by Governors (2000 tickets @ \$50 each)
- Design certificate to present to winner of raffle for a Corvette or lesser amount of cash
- Organize and attend shows for selling raffle tickets
- Oversee design and mailing of flyers to NCCC members to sell tickets on raffle car
- Handle mailing of tickets to anyone requesting a ticket(s) to buy
- Facilitate paperwork and delivery of certificate to winner of raffle (IRS forms)
- Supervise audit of charity program every year
- Account for every ticket and money to match.
- Track every ticket checked out to members who wish to help sell and date for return.
- Work with Director of Sponsorship for monies from sponsors for raffle

#### Grant Program (scholarships and hardships)

- Oversee Scholarship Committee
- Handle information about scholarships with NCCC members
- Facilitate all requests and payments for hardships for NCCC members
- Work with Director of Sponsorship for monies for scholarships and hardships

#### Convention

- Set up booth in Corvette Mall and purchase raffle prizes for grants dollar raffle
- Arrange schedule and work booth in Corvette Mall for week of Convention
- Attend all functions throughout the week of Convention for sponsors and special guests
- Day before banquet make arrangements for placement of prizes in banquet room
- Present, at banquet, the Roger Clancy Award and announce scholarship recipients
- Handle dollar raffle drawing at end of banquet

#### NCCC Officer

- Represent Charity Committee at Friday afternoon Officers Meeting
- Chair Charity Committee meeting on Friday night at Governor's meeting week end
- Represent Charity Committee at Governor's meetings, giving Charity Committee Report
- Responsible for recruiting and assignment of Charity Committee member's duties
- Responsible for any additions or changes as may occur or directed by the President.