



National Council of Corvette Clubs, Inc.

Incorporated 1960

Job Description
Last updated June 2012



FCOA DIRECTOR (Appointed by the President – one year term – no term limits)

The President of NCCC with the approval of the Board of Governors appoints the FCOA Director. The tenure of the office of FCOA Director is for one year and serves at the pleasure of the President.

Duties of the FCOA Director include but may not be limited to the following:

- Maintain all FCOA membership informational records updating when necessary by adding new members, removing members when they reach the age of 16 years old and correcting addresses or other information. Currently an Excel spreadsheet is used for all FCOA membership records.
- Process FCOA membership applications as received. The steps currently used are:
- Verify that the sponsor submitting the application is a current member of NCCC and check the child's birthdate to verify the child is less than 16 years old.
- Enter FCOA member information in the FCOA "master list" assigning the next available number. FCOA numbering is done in sequential order, not divided by Region.
- Copy the information entered into the "master list" to the FCOA Member Listing. This spreadsheet is divided by Regions so the information for each new member is placed in the correct Region. This information is also used for membership card labels and address labels.
- Prepare welcome letters and packets for mailing. Welcome letters currently are personalized and contain information about the sponsor's Corvette(s). If a gift, an appropriate holiday or birthday letterhead is used for the letter. Packets are sent first class.
- Each "100th" FCOA member is recognized with a packet containing some extra items. The child is also featured in *Blue Bars* and on FCOA's website.
- Prepare a FCOA Membership Report to distribute at each Governors Meeting. Current format shows the information broken down by Regions. It also compares current count with prior years at approximately the same date and shows the Club in each Region that has the largest number of FCOA members.
- Attend the E-Board, RMD and Governors Meetings to give updates on any FCOA matters.
- Work with NCCC's Director of Sponsorship to procure free items for FCOA membership "perks" packets Corvette or automobile-related companies. Some items may be purchased if funds are available.
- Prepare and mail FCOA membership "perks" packets to members with current addresses annually if possible.
- Provide a FCOA application, FCOA Membership Report and other information to the Editor of *Blue Bars*. When applicable, the "100th" member information is also submitted for publication.
- Provide information and pictures to NCCC Webmaster for FCOA website.
- Paperwork preparation responsibilities include FCOA applications, FCOA informational brochures, check controls to submit funds to NCCC Treasurer, FCOA annual budget, order form for fund-raiser Corvette books, etc