

CHOC Member and Volunteer Handbook

Typical Club Activities

1. The club typically hosts two rallies per year: one in the spring and one in the fall. Typical rally format is as follows, but the rally coordinator may choose to deviate:
 - a. Arrive early Monday afternoon to check in.
 - b. Pot luck supper Monday evening.
 - c. BYOB social hour prior to each evening meal.
 - d. One business meeting sometime during the rally.
 - e. Several excursions around the area of the rally as planned by the rally coordinator.
 - f. Generally, dinner is provided on Tuesday through Thursday, and occasionally a full breakfast.
 - g. Continental breakfast on Friday concludes the rally.
 - h. Transportation to all rally events is usually provided, so you do not need to tow a car.
 - i. For fun we hold a 50-50 raffle, with 50% of the proceeds going to the CHOC treasury to offset the cost of future rallies. (11/1/2017)
 - j. Pets are allowed at CHOC rally campsites.
2. *CHOCtalk* is the club newsletter. It is typically published two or three times per year.
3. The club maintains a web site aimed at enticing new members to join the club while also providing a place for members to find club documents, contacts, information about upcoming rallies, and other useful information about their coach. The web site URL is: <http://www.coachhouseownersclub.com>.
4. The club hosts a secret Facebook group where members can share ideas and communicate easily with one another, including hosting events to facilitate members getting together for the event. Secret Facebook groups can only be viewed by members of the Facebook group. Non-members cannot even locate the Facebook group via a search. Membership in this Facebook group is voluntary. We only allow members of CHOC or past members of CHOC to belong to this Facebook group.
5. As members of the International (INTO) FMCA Area, several club members often camp or park together at INTO rallies. The club usually notifies members of these impending rallies for interested members to attend. These rallies are generally posted in our Facebook group as an event to facilitate members getting together.

CHOC Standing Rules

1. Club dues are \$25/membership (coach) per year.
2. There is no additional fee for reinstatement of membership beyond the yearly dues.
3. New members joining Oct 1 or later do not owe dues the following year.
4. Name badges must be worn at all CHOC functions. There is a \$1.00 fee for each infraction of this rule. This money is deposited into the CHOC treasury.
5. Badge replacements:

- a. The club covers the cost of replacing badges due to improper names, changed location, or officer position.
 - b. The club will replace lost badges, as needed.
6. Pets (cats and dogs) are allowed at CHOC rallies.
7. Rally refunds: If you must cancel, CHOC will only refund expenses for which CHOC is able to receive a refund.
8. Fuel costs for the FMCA National Director (or the Alternate Director when the National Director cannot attend) are reimbursable by the club.
9. Membership in the CHOC Facebook Group is restricted to current members. (4/28/16)
10. The CHOC Standing Rules may be modified by a majority vote of the CHOC Executive Board.

CHOC Executive Board Positions

These short descriptions are used to describe the offices that are up for election. They are grouped together by the year in which these positions are elected.

Year 1

President

The President is the leader of the chapter. He or she presides at board and member meetings and oversees the execution of day-to-day club business.

2nd Vice President/Rally Coordinator

The rally coordinator is responsible for planning and executing our rallies, with help as needed from volunteers and other board members.

Third Vice President / Communications

The Communications Vice President compiles and edits the newsletter based on input from the club officers and members, administers the CHOC Facebook page, posts to the club's blog on its web site with information provided by members in either Facebook or blog post submissions, and communicates with the general membership, as needed.

FMCA National Director

The FMCA National Director serves on the governing board of FMCA, representing the CHOC chapter. He or she keeps the membership informed about issues pertaining to the national organization and keeps FMCA informed about issues pertaining to our chapter. He or she will participate and vote during governing board meetings. Fuel costs to attend the meeting are reimbursed by the club.

Year 2

1st Vice President/Membership

The Membership Vice President serves two roles. The Membership VP assists the President as needed and serves as President in the absence of the President. The Membership VP calls all new members to welcome them to the club, sends out a welcome package to each new member, and communicates with members regarding dues renewals.

Secretary

The Secretary reports membership records and the results of chapter elections to the national FMCA office, as well as handles the annual chapter certification. The Secretary also keeps and reports the minutes from each board and membership meeting. The Secretary further keeps all non-monetary chapter records, such as the chapter Bylaws, chapter standing rules, and job descriptions.

Treasurer

The Treasurer collects the dues and disperses funds as needed for chapter expenses. He or she maintains the chapter financial records and maintains the chapter checking account. The Treasurer submits the chapter financial records for yearly audit by the auditing committee and prepares the chapter tax return. The Treasurer keeps accurate accounts of all chapter funds and reports on the status of those funds at each business meeting of the membership. The Treasurer also maintains the club roster of members.

FMCA Alternate National Director

The Alternate National Director is responsible for attending the annual FMCA governing board meeting to represent the chapter if the National Director is unable to attend. Fuel costs to attend the meeting are reimbursed by the club.

For CHOC Officers

Dropbox

The CHOC Executive Board uses Dropbox to keep information of interest to the executive board. If you are a new officer, you need to gain access to the *CHOC Board* shared folder. The CHOC President can tell you who the current owner of our Dropbox shared folder is. That person can give you access to this shared folder (and its sub-folders). For more details, see the document *Dropbox Usage* located in the *CHOC Board* shared folder, under *Jobs & Bylaws*. (Ask a board member to send you this document.)

FMCA-Provided Officer's Handbook

FMCA provides the chapters with quite a lot of helpful documentation. You can locate the Officer's Handbook here: <https://site.fmca.com/officers-handbook> (Should this link not work, search the FMCA web site for Documents and Forms. You should find the Officer's Handbook there.)

The Officer's Handbook actually consists of a large number of helpful documents for our Chapter of FMCA. The actual location of these documents on the FMCA web site keeps changing, so it is not practical to give links to each of the documents. FMCA does provide guidelines useful for each of the CHOC Board positions. Look for the various Chapter documents.

CHOC-Specific Documentation for the Executive Board

Responsibilities and job descriptions for CHOC Offices that are not adequately covered by the standard FMCA documentation are kept in Dropbox. Look in Dropbox to locate this documentation for your specific office. The person who previously held your office will help you locate any additional documentation you need to perform your duties.

New officers should feel free to update or add to the documentation in Dropbox for their specific office as the needs and duties of the office change.