

# CHOC Member and Volunteer Handbook

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Revised September, 2019

## 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. Potluck 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.
  - 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 only current CHOC members can share ideas and communicate easily with one another. Only members of the Facebook group can view secret Facebook groups, as non-members cannot even locate the Facebook group via a search. Membership in this Facebook group is voluntary.
5. As members of the International (INTO) FMCA Area, several club members often camp or park together at INTO rallies. These rallies are generally posted in our Facebook group as an event to facilitate members camping 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.
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. Guests are welcome to visit our rallies on Wednesday afternoons or they may choose to pay the registration fee plus the additional guest fee to join us for the entire rally. Non-members may attend only one rally as a guest.
8. Rally refunds: If you must cancel, CHOC will only refund expenses for which CHOC is able to receive a refund.
9. Fuel costs and registration fees for the FMCA National Director to attend the one voting meeting per year (or the Alternate Director when the National Director cannot attend) are reimbursable by the club.
10. Membership in the CHOC Facebook Group is restricted to current members.
11. The CHOC Member and Volunteer Handbook may only be modified by a majority vote of the CHOC Executive Board.

## CHOC Executive Board Positions

These short descriptions are used to describe the offices. They are grouped together by the year in which these positions are elected. Officers should feel free to solicit help from CHOC members in the execution of their duties.

### Year 1 (elected in odd numbered years)

#### President

The President is the leader of the chapter. The president's responsibilities include, but are not limited to:

1. Conducting all Board and general Membership meetings in accordance with the CHOC and FMCA Constitution/Bylaws.
2. Ensuring that all of the duties and responsibilities of all of the other chapter officers are performed in a timely manner in accordance with CHOC and FMCA's requirements.
3. Ensuring that all documents pertinent to each office have been provided to the newly elected officer.
4. Receiving all FMCA Governing Board mailings to help keep the chapter informed on national FMCA activities.
5. Overseeing the execution of day-to-day club business.
6. Ensuring that all needed committees are duly elected or appointed.
7. Maintaining a President's Handbook to be handed down to each succeeding president to use as a guideline.

### 2nd Vice President/Rally Coordinator

The Rally Vice President is responsible for planning and executing CHOC rallies with help, as needed, from other CHOC members. These responsibilities include, but are not limited to:

1. Determining the campground and dates for a spring and fall rally.
2. Arranging for the meals, excursions, entertainment and transportation for each rally.
3. Determining the fees necessary to meet the expenses.
4. Emailing members necessary information and rally registration.
5. Keeping accurate records of registration and sending checks to the treasurer.
6. Keeping accurate rally financial records and receipts to be shared with the treasurer.
7. Preparing and printing necessary rally documents.
8. Serving as the second signatory on the CHOC checking account.
9. Ensuring that all documents pertinent to the office are provided to the newly elected Rally Vice President.

### 3rd Vice President / Communications

The Communications Vice President is responsible for various forms of communication with help, as needed, from other CHOC members. These responsibilities include, but are not limited to:

1. Compiling and editing the newsletter based on input from the club officers and members.
2. Managing the CHOC Facebook page.
3. Managing the CHOC web page.

4. Posting to the CHOC web site blog the information provided by members via Facebook or web page submissions.
5. Communicating with the general membership, as needed.
6. Ensuring that all documents pertinent to the office are provided to the newly elected Communications Vice President.

### FMCA National Director

The FMCA National Director serves as our conduit to FMCA. These responsibilities include, but are not limited to:

1. Represents CHOC with INTO and on the governing Board of FMCA.
2. Informing the membership about issues pertaining to the national organization.
3. Informing FMCA about issues pertaining to our chapter.
4. Participating and voting during FMCA governing Board meetings.
5. Submitting receipts for reimbursement for registration fees and fuel costs for attending the one voting meeting each year.
6. Ensuring that all documents pertinent to the office are provided to the newly elected FMCA National Director.

### Year 2 (elected in even numbered years)

#### 1st Vice President/Membership

The Membership Vice President is responsible for assisting the President and fulfilling the duties related to membership with help, as needed, from other CHOC members. These responsibilities include, but are not limited to:

1. Assisting the president, as needed, and serving as President in the absence of the President.
2. Receiving and processing new CHOC membership applications.
  - a. Checking that applicant is a current FMCA member.
  - b. Entering new member information into the membership roster.
  - c. Making a welcome call and sending out a welcome package to each new member.
3. Sending reminders, receiving and processing membership renewals.
4. Updating membership roster as necessary.

5. Ensuring that all documents pertinent to the office are provided to the newly elected Membership Vice President.

### Secretary

The Secretary is responsible for all non-monetary chapter records with help, as needed, from other CHOC members. These responsibilities include, but are not limited to:

1. Completing all required FMCA forms and reports to maintain active chapter status, either online or via printed forms:
  - a. list of the membership by December 31<sup>st</sup> of each year.
  - b. list of chapter officers by December 31<sup>st</sup> of each year.
  - c. certify that the chapter held the required meeting by December 31<sup>st</sup> of each year.
  - d. list of officers within 30 days of an election.
  - e. Governing Board roll call sheet verifying the National Director, Alternate National Director, or Temporary Delegate for the chapter prior to each Governing Board meeting.
  - f. any other required forms/reports.
2. Keeping and reporting the minutes from each Board and membership meeting.
3. Keeping and updating all non-monetary chapter records, such as the Bylaws and the Member and Volunteer Handbook.
4. Administering the CHOC Drop Box.
5. Ensuring that all documents pertinent to the office are provided to the newly elected Secretary.

### Treasurer

The chapter treasurer receives, safeguards, and holds all chapter funds in the name of the chapter and is its trustee and fiscal agent with help, as needed, from other CHOC members. These responsibilities include, but are not limited to:

1. Dispersing funds as needed for chapter expenses.
2. Maintaining the chapter checking account and financial records electronically (Quicken).
3. Submitting the chapter financial records for yearly audit by the audit committee at the Fall Rally.
4. Keeping accurate accounts of all chapter funds and reporting on the status of those funds at each Board and Membership meeting.
5. Preparing and presenting a budget for Rally Board and Membership meetings.

6. Maintaining the chapter EIN (Employer Identification Number).
7. Preparing and filing any required IRS forms.
8. Ensuring that all documents pertinent to the office are provided to the newly elected Treasurer.

### FMCA Alternate National Director

The Alternate FMCA National Director is responsible for assisting the National FMCA Director and serves as FMCA National Director in the absence of the Director. (See FMCA National Director responsibilities.)

### 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.

You may need to log in or create an FMCA account to access this information.

## CHOC-Specific Documentation for the Executive Board

Additional information regarding responsibilities and specific tasks for various offices may be in designated folders in Dropbox. The person who previously held your office will help you locate any additional documentation you may need to perform your duties.

Officers should feel free to update or add to the Dropbox documentation in the folder for their specific office. (Changes in the Bylaws require membership action. Changes in the Handbook require Executive Board action.)