

DUTIES Of The Offices Of The Red Knights International Motorcycle Club ®

PRESIDENT:

Over sees total operation

VICE PRESIDENT:

2nd in Command

MAL program

SECRETARY:

Insurance for chapter/association/region events

Insurance data base

Wavier record keeping (7 years)

Advertising

Updating & maintaining SOG's manual

Chapter By-Laws file

Association By-Laws file

Chapter Applications

Chapter Charters

Association Applications

Association Charters

Regional Applications

Regional Charters

State/Province Representative roster

Deceased Members Roster

International Committee's Roster

Executive Board Roster

Board Meeting minutes (3 times a year)

Board meeting agenda (3 times a year)

E-Mail motions/voting/record keeping

Keeper/shipper of Banners/Flags

Banner/Flags data base

By-Laws Committee

Equipment Inventory data base

Chapter President's Letter (twice a year)

Sending of cards/flowers for death

Contact person for chapters/members questions

Fact finder as needed

TREASURER:

Master Roster

President List

MAL roster

Chapter Approvals and numbers

Chapter Start dates & Location

Collection of Dues for Chapters/MALs

Pass Due reminders

Accounts Payable

Accounts Receivable

Filing of all tax forms with IRS

Working with Attorneys on Inc.

Corporation Annual Report

IRS Annual Report

EIN data base for Chapters

EIN filing with IRS

Expenses of the Club

Director for Overseas chapters

REGIONAL DIRECTOR:

Work with states to set up Associations

Work with State Representatives

Work with local chapters as needed

Work with Secretary on new chapter applications

Keeping Chapters updated

Handling concerns of the members, chapters and regions

Promote membership in states without chapters

Promote Regional Associations

QUARTERMASTER:

Trademark agreements with chapters/associations/regions

Trademark Licenses

Trademark education

Purchasing and Maintaining of RKMC merchandise

Selling of merchandise to members and chapters

Quartermaster Financial Records

Research new sources of merchandise and new merchandise

Negotiate prices with suppliers

Equipment license agreements

Handle request for regalia from non-members

FORK program

Redesigning QM web page(s) & catalog page(s)

Set up catalog page for chapters

Research shipping methods (tractability)

Supplies relations

Design & maintain merchandise order forms

Solicit donations of merchandise (non RKMC) for sale at convention with proceeds to Memorial fund

Awards design/purchase

Special Projects

- Motorcycle raffle, ticket/flyer design/distribution/finance
- Business card design/production/distribution
- Executive Board Uniforms
- Resolution of E-Bay infringement problems
- Resolution of internet infringement of trademark
- Resolution of chapter to chapter sales problems
- Proving art work to chapters/vendors/individuals and maintaining its integrity
- Banner design/purchase
- Flag purchase
- Other duties assigned, from time to time, by the International Board