



Red Knights International Firefighters Motorcycle Club ® Inc.
Office of the Executive Secretary
1677 Jackson Road
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DUTIES

PRESIDENT: Over sees total operation

VICE PRESIDENT: 2nd in Command
Director for Overseas chapters
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



SECRETARY: 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

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
- RKMC flag redesign
- Research suppliers/materials for 2007 patch & pin
- Dixie Confederation patch design/purchase/distribution
- Formatting of By-Laws chairman's laptop

EDITOR:

Layout of newsletter

Printing/Mailing of newsletter

Printing/ mailing of President's letter

Help a Knight Program

Wed Master