

**FOUR CORNERS UNIT
LEADERSHIP BOARD DUTIES 2024**

4CU Bylaws read:

ARTICLE V

DUTIES OF OFFICERS

Sec. 1 The **President** shall:

- Preside at all meetings of the Unit and Executive Board.
- Enforce the Constitution and Bylaws.
- Appoint all standing committees
- Have such powers and duties as normally pertain to the principal executive Officer.

AND:

Review all postings to be distributed via email to the members.

Prepare emails for Rally approval to the board.

Serve as advisor to rally committee.

Read and view all ACI and Region news and video reports when possible.

Participate on member welcome committee.

Attend a minimum of 3 rallies per year.

Sec. 2 The **1st Vice President** shall:

- Attend all business meetings of the Unit and the Executive Board.
- Shall assist the President.
- Assume the duties of the President in the President's absence.

AND:

Official Rally Chairperson

Plan rallies with Rally Committee

Keep Rally Calendar Updated

Sec. 3 The **2nd Vice President** shall:

- Attend all business meetings of the unit and the Executive Board.
- Assist the President and the First Vice President.
- Assume the duties of the First Vice President in the absence of said officer.
- Assume the duties of the President in the case of the absence of the President and the First Vice President.
- Perform the duties as assigned by the Executive Board.

**4CU historically has one SECRETARY

Sec. 4 The **Corresponding Secretary** shall:

- Issue notices of all meetings of the Unit and the Executive Board as prescribed in Article VI, Sections 1 and 2 and Article VIII, Section 2 of the Constitution and ARTICLE XI, Sec.1 of the Bylaws.
- Prepare an agenda of pending business for use by the presiding officer at each meeting.
- Coordinate with the Treasurer to maintain an accurate roster of paid-up members of the Unit.

Sec. 5 The **Recording Secretary** shall:

- Record and preserve the minutes of all official meetings of the Unit and the Executive Board, and distribute copies to the members of the Executive Board not more than fifteen days following each meeting.
- Record the attendance of the officers at each meeting and advise the presiding officer if a quorum is present.

[Record and document all meeting information and file.](#)

Sec. 6 The **Treasurer** shall:

- Maintain the financial records of the Unit and receive all monies, as prescribed in International Policy 16.6.1, Financial Management, Items K - M and Policy, 16.6.2, Financial Data Guidelines, and promptly deposit them in the bank previously chosen by the Executive Board.

- Submit a full written report of finances to the Executive Board at each meeting.
- Each year the books and accounts will be audited by a committee selected by the incoming President. Before retirement, all books, monies and property of the Unit shall be delivered promptly to the incoming Treasurer.

Sec. 7 The duties of the **Trustees** (or Directors) shall be:

- To attend all meetings of the Unit and the Executive Board.
- To accept special assignments as directed by the President. Additional duties may be to chair or be members of committees.

Assist by performing weekly overviews of the Four Corners Unit website as well as Airstream Club International 4CU page.

Report changes as needed to President and Web manager.

ADDITIONAL POSITIONS FOR 2024/2025 LEADERSHIP

RALLY COMMITTEE

Plan rallies for the upcoming year by making calls to venues appropriate for Four Corners Unit

Provides support for rally hosts

MEMBERSHIP

Membership Chair

Maintain Mailchimp records and update as needed.

Act as liaison between Airstream Club International and Four Corners Unit keeping all memberships in sync.

Send all new memberships to Membership Committee to be forwarded to Welcome Committee

Membership Committee Chair

Maintains all welcome emails and advises and supports welcome committee.