

COLORADO REGION SCCA
REGIONAL EXECUTIVE (RE)

JOB DESCRIPTION: This position is filled annually by vote of the Region Board of Directors. The RE shall be the principle executive officer of the organization and shall in general oversee and supervise all of the business and affairs of the organization and act as the official spokesperson for the Region.

Duties include performing the following functions:

GENERAL

- Ensure compliance with the Region's Bylaws
- Ensure maintenance of, and compliance with, the Region's SCCA Charter
- Supervise all activities of the Region
- Identify and train potential succeeding Regional Executives
- Represent the Region at the SCCA National Convention

BUSINESS

- Cause books, statements, reports and other certificates and records to be filed as required by law
- Sign any deeds, mortgages, bonds, contracts, or other instruments, except in cases where the signing and execution there of shall be expressly delegated by the Board of Directors or the Bylaws or by statute to some other Officer or agent of the organization
- Work closely with the Region Board of Directors to create and monitor one year and five year plans using guidelines offered in the Mission Statement and Strategic Plan of SCCA, Inc
- Appoint or discharge necessary and appropriate positions and committees
- Supervise and direct the appointed managers and the chairs of the appointed committees
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MEETINGS

- Prepare agendas for all regular and special Board meetings in advance of the meetings
- Preside at all meetings of the Members and Directors

FINANCES

- With the Treasurer, participate in creating and assist to determine the Region's annual budget

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COMMUNICATIONS

- Maintain communications with the responsible SCCA Area Director.
- Communicate as needed with Executive Officers of other local sports car clubs, SCCA Regions, and SCCA Division

OTHER

- Have other such duties and authorities as prescribed by Bylaws or Regions Board of Directors

QUALIFICATIONS: Must be a member in good standing of the Colorado Board of Directors.

This document may be revised at any time with a majority vote of the Colorado Board of Directors

Revisions:

First Draft November 11, 2012

Add:

Represent the Region at the SCCA National Convention
November 26, 2012

Approved: January 8, 2013