

# SouthWest MotorSport

Road Course Racing New Mexico

A Class for Every Car



## SWMS Processes and Procedures

### Board of Directors

Purpose and Scope: This document covers the actions and responsibilities of the Board of Directors for Southwest Motorsport. Note – the general functions and responsibilities of the Board and each Board member are prescribed here; however, documents specific to each board position will also be included in this set of “process and procedure” documents. As they are developed, they will be included as references below.

The Board of Directors exercises its responsibility by acting as the policy-making body for Southwest Motorsport (SWMS). It establishes or changes SWMS policies using input of SWMS members. All elected and volunteer officials are responsible to the board.

All Board members are expected to attend all SWMS Board meetings and events, and shall vote on all issues presented at such meetings. They shall approve the appointment of all Chiefs, their assistants, and form committees. The Board shall be fully acquainted with all SWMS programs, their activities and goals, and shall schedule race dates and set entry fees for all events.

#### Officers:

President-The president has the overall responsibility for the SWMS, shall oversee all areas of operation of each specialty and committee, and shall maintain communications with all Board Members, Chiefs, and Committee Chairpersons throughout his/her presidency. The President shall;

1. Ensure that all positions of specialties and committees are filled,
2. Administer SWMS affairs coordinating with the Board of Directors,
3. Manage SWMS financial affairs in conjunction with the Treasurer,
4. Set the agenda, conduct Board meetings, and inform the board of all SWMS activities,
5. Be informed of insurance policies, track rentals, membership status, VMC meetings, and shall inform the membership of vital information concerning SWMS,
6. Review and edit the Rules and Regulations when they are established or changed.

Periodically the President may assign another appropriate board member to oversee specific activities that the general board agrees require that level of oversight or assistance. Examples of these activities include race chairmanship, social events (banquet, chili cookout, or drive outs), sponsorship, public relations, or other club beneficial initiatives.

Vice President-The Vice President shall be kept informed of all SWMS matters by the President and shall assist the President in all duties delegated. The Vice President shall be responsible for all duties in the absence of the President, and shall fill the position of the President should it become vacant during the year for

any reason.

Treasurer-The Treasurer shall administer financial affairs and work in conjunction with the entire Board. The Treasurer shall;

1. Be the custodian of all SWMS funds, accounting for receipts and expenditures with effective book-keeping practices,
2. Obtain Board approval as appropriate for expenditures,
3. Prepare and discuss at the Board as required the current financial position of SWMS,
4. Summarize event financial results for the Board.
5. Ensure that there are two Board members (normally the Treasurer and President) approved to sign SWMS bank account checks.

Secretary-The Secretary shall take minutes at all Board and General Meetings. The Secretary shall;

1. Prepare and e-mail the minutes to Board members for their review,
2. Make necessary changes as requested by the Board members,
3. E-mail the final minutes to the President for approval at a Board meeting,
4. Maintain a file of completed Board meeting minutes and handouts utilized at Board meetings.

Board Members at Large-The Board Members at Large provide input and response to the Board bringing club member perspective to the discussions and activities of the Board.

References: None

Document Point-of-Contact: The President of Southwest Motorsport shall be the primary author/“owner” of this document and shall approve its initial issue and all changes thereafter. This revision (Rev. 0) was written by Gary Sanford and reviewed by all board members.