

**ESCAPEES RV CLUB
CHAPTER/c-BOF OFFICERS' HANDBOOK**

(1109)

FORWARD

This handbook was written as a guide for Escapees RV Club chapters / c-BOFs. It is not intended to replace your judgment or to hinder your initiative in the day-to-day activities of the chapter.

It is to be passed from the current chapter /c-BOF officer to the incoming officer. Feel free to add anything you see fit that will help get the job done, but please pass it along at least as complete as when received. If you have any suggestions to improve or correct this handbook, please let us know.

HANDBOOK REVISION APPROVAL

The original makeup of this handbook and all subsequent revisions must be signed and dated by a representative of Escapees RV Club. It is important that only the most current printing and/or revision of this handbook be used. If there is any doubt as to whether or not this document is current, you should call the national headquarters of Escapees RV Club at 888-757-2582.

Revised: 11-09 Approved: Susan Orr

**CHAPTER/C-BOF MEMBERSHIP CHAIRPERSON'S HANDBOOK
TABLE OF CONTENTS**

	<u>Form # /date</u>	<u># of pages</u>
Forward	600	1
Table of Contents	605	1
I. DUTIES OF OFFICERS		
First Tasks of New Officers/Chairpersons	610	2
Membership Chairperson, Job Description	617	1
II. ADDRESSES		
Whom to Contact at National	073	1
III. MISCELLANEOUS		
Chapter/c-BOF Roster (chapter/c-BOF <i>to furnish</i>)-----		--
Escapes`Chapter/C-BOF`Policies	682	

FIRST TASK OF NEWLY ELECTED OFFICERS

As newly elected officers (president, vice president, secretary, or treasurer), review the following information as soon as practical.

Become familiar with chapter/c-BOF bylaws, standing rules, and job descriptions. Review your office handbook located on the Escapees website - www.escapees.com/chapters/OfficerManuals.asp

PRESIDENT:

- 1 Appoint, elect, or retain newsletter editor.
- 2 Appoint, elect, or retain webmaster.
- 3 Appoint, elect, or retain voicemail chairperson.
- 4 Appoint, elect, or retain historian.
- 5 Appoint, elect, or retain sunshine chairperson.
- 6 Provide job descriptions for each position appointed.

VICE PRESIDENT:

- 1 Appoint, elect, or retain wagonmaster, unless you plan to perform the duties yourself.
- 2 Appoint, elect, or retain membership chairperson, unless you plan to perform the duties yourself.
- 3 Appoint, elect, or retain e-mail chairperson, if not included in membership chairperson's duties.
- 4 Ensure the chapter/c-BOF financial records are audited before the new treasurer receives the books.

SECRETARY:

- 1 Obtain minutes of the election meeting, along with any others not yet published and accepted.
- 2 Notify Club Business and chapter directors of the election, along with names, addresses, phone numbers, e-mail addresses, and SKP numbers of the newly elected officers, through the chapter/c-BOF Magazine report form (09-09).

TREASURER:

- 1 If you are unfamiliar with bookkeeping procedures, contact someone who knows about bookkeeping and ask for help to get you started. Do not be intimidated by the job. It is quite simple. Please use an adding machine tape with a printout.
- 2 Change signature cards at the bank. The president, secretary, and treasurer should be authorized to sign checks. The bank requires IDs for each (driver's license, Social Security number) and a copy of the minutes stating each was duly elected.
- 3 Ensure the EIN form is completed as needed.
- 4 Complete IRS 8822 Change of address.

FIRST TASKS OF NEWLY ELECTED CHAIRPERSONS

Review job description for your specific job.

E-MAIL: Obtain database of e-mail addresses.

HISTORIAN: Obtain chapter/c-BOF albums and memorabilia.

MEMBERSHIP CHAIRPERSON: Develop or update chapter/c-BOF membership program. Ask for Escapees member list for your geographical area.

NEWSLETTER EDITOR: Publish new officers in chapter/c-BOF newsletter.

OFFICER-AT-LARGE: As assigned.

RALLY HOST: Prepare for the next chapter/c-BOF rally.

SUNSHINE: Become aware of members' needs.

VOICEMAIL PERSON: Update voicemail for next activity.

WAGONMASTER: Get the chapter/c-BOF agenda to the secretary prior to the 10th of the odd numbered months for publication in *Escapees* magazine.

WEBMASTER: Update the Website with new officers.

12. Remind all that the chapter/c-BOF roster is for chapter/c-BOF member use only.
13. Send a copy of the roster to Club Business and to Chapter Directors
14. Other duties as may be necessary.

Joe & Kay Peterson
Founders

Angie Carr
Executive Director



Cathie Carr
President

Bud Carr
Vice President

Website: www.escapees.com
100 Rainbow Drive • Livingston, Texas • 77351-9300 • 888-757-2582 • Fax: 936-327-4388

Contact List

Name	Title	Area of Responsibility	Contact Information
RB Brinton	CARE Facility Director	All CARE concerns, publications, and business correspondence	155 CARE Center Drive Livingston, TX 77351 936-327-4256 careinc@escapees.com
Janice Brooks	Inventory and Shipping	VCR kits, restock of Club Products	inventory@escapees.com
Sherri Burks	Call Center Supervisor	Escapees Call Center	clubbusiness@escapees.com
Angie Carr	Executive Director, SKP Co-Op Liaison, National BOF Coordinator	All matters not listed elsewhere	angiecarr@escapees.com
Bud Carr	President of Rainbow Parks	All Rainbow Parks concerns	budman@escapees.com
Cathie Carr	President of Escapees, Inc.	President of the governing body, analyzing, consultation, strategic planning.	cathiecarr@escapees.com
Greg Carr	Web Master and System Support	Website: www.escapees.com , in-house network, equipment and work stations	webmaster@escapees.com
Krystina Evans	Graphic Artist	Graphic design and advice	graphics@escapees.com
Darci Grimes	Graphic Assistant	Assistant to the graphic artist	dgrimes@escapees.com
James Hendrix	Chief Systems Engineer	Oversees in-house network, programming, Website	James_hendrix@escapees.com
Carol Jennings	Commercial Membership Director	Commercial Membership Program	commercialmembership@escapees.com
Tammy Johnson	Departments Editor	<i>Escapees</i> magazine	departmentседitor@escapees.com
Janice Lasko	Managing Editor	<i>Escapees</i> magazine	editor@escapees.com

Name	Title	Area of Responsibility	Contact Information
Teresa Moore	Chief Financial Officer	Bookkeeping, human resources, general management over mailroom and club office	bookkeeping@escapees.com
Dave and Brenda Neil	RV Show Coordinators	RV Shows	172 Rainbow Dr., #7213 Livingston, TX 77399-1072 rvidnbink@escapees.com
Cindy Neilsen	Rainbow Parks Administrator	Assistant to Jim and Penny Scott, training park staff and technical support.	neilsenc_parks@escapees.com parks@escapees.com
Mark Nemeth	Director of Consumer Affairs, Technical Advisor	Reviews technical articles, consumer relations, assists with government affairs	mark@escapees.com
Dennis and Susie Orr	Chapter Directors	Chapter matters, chapter logo, bylaw changes and approvals, volunteer club representatives, certified BOF groups	202 Rainbow Dr., #10263 Livingston, TX 77399-2002 densu@escapees.com
Joe and Kay Peterson	Founders	Consultation to board	joe@escapees.com kay@escapees.com
Bruce and Louise Schweichler	HOP Directors	Head Out Program organizers	213 Rainbow Dr., #11344 Livingston, TX 77399-2013 goescapees@escapees.com
Jim and Penny Scott	Rainbow Parks Directors	Personnel, finances and all park matters not listed elsewhere	jandpsscott@escapees.com
Kim Wakefield	Event Registration	HOP Events and Escapade registration	registration@escapees.com
Marolyn Will	Advertising Director	All advertising sales and discount parks programs	advertising@escapees.com

Unless otherwise noted, the following people can be contacted at the above address and phone numbers.

ESCAPEES CHAPTER/C-BOF POLICIES

1. Every event (rally, luncheon get-together, etc.) must be open to all Escapees, chapter/c-BOF members or not, on an equal basis, regardless of the name used for the event. This is not a new policy but a restatement of an existing policy. National headquarters staff and its representatives are available if questions arise.

Individual non Escapees guests are invited to participate at chapter events up to three visits. By that time they, should know if they would like to become an Escapee or not.

2. Every function or activity at such events shall have one cost, regardless of whether the participant is a chapter/c-BOF member or guest.

3. Every function or activity that is advertised, published, or announced must be open to all Escapees and their guests, whether or not they are members of the chapter/c-BOF.

4. Mailing lists that are not inclusive of all chapter/c-BOF members may not be used to announce any activity from which any nonmember would be excluded.

EXCEPTIONS:

1. Only members are allowed to vote or give unsolicited input at any official chapter/c-BOF meeting. Chapter/c-BOF nonmembers should be allowed and encouraged to attend such meetings as long as their conduct is not disruptive.

2. Chapter /c-BOF board meetings may be held in private (executive session) only when personnel matters are to be discussed. Otherwise, board meetings are open to all Escapees, although input from chapter/c-BOF nonmembers may be limited. As a courtesy, when possible, the national chapter directors and VCRs should be invited when they are in the area.

3. Regular mailings from the chapter/c-BOF are to be sent to National, but they need not be sent to other chapter/c-BOF nonmembers.