



Indiana Land Cruisers



All BODs serve for two (2) consecutive years.

1. President - Responsible for website, communication channels synced up (Mud, FB, inlc.org, group text). This job, as well as VP, requires detailed scope of the entire organization and its short and long term goals and visions.

2. Vice President As of right now, TJ is interim VP, and plans on running for VP. He probably feels as I do, if someone would be better, it's yours to go after.

3. Membership Vice President - In one word "WELCOMING". This person will be in charge of the membership organization database (we use Google Tables), also, maintain members visibility in the online Membership Directory (Google Sheets synced to Wordpress). It is absolutely vital to keep these records updated and logged so no one gets missed. #1 duty is to recruit new members, active/responsive on Facebook and Mud, tracking who is actively participating in the club (In Google Tables database/sign-in sheets at events), working closely with other board members, communicating value to our members and communicating the mission statement to anyone who is considering membership. Fluent in Google Sheets and Google Tables (or a quick learner) required. I have spent quite a bit of time setting this up and making this a turn-key position so this is NOT a you-figure-it-out situation. This position does not require a data-science degree but personal communication and tech savvy skills are a must. This person must also keep the communication of the events updated on the Google Calendar/Website, Facebook Group/Event Page, Mud posting.

4. Treasurer - I am interim Treasurer and I have no desire to have this duty. This position is paramount, as you will have access and responsibility to keep our taxes files (don't freak out, we will hire a CPA), you will need to make sure we have more incoming money than outgoing money, and must have experience in Google Sheets/Excel/Numbers, common sense, and any accounting experience would be a plus. TJ and I have vested a lot of personal resources to ensure this club will be solvent day-one.

5. Secretary - TJ is interim secretary, he has secretary experience from serving as secretary at the Atlanta Conservation Club (ACC) for several years. He will be your resource and guide if you don't have secretary experience, he will teach you. The Secretary's main duties are to organize our meetings, log our minutes, and conduct the meeting. We have a state-of-the-art 24-person conference room at Ed Martin Toyota that we will be using as our boardroom. Typing skills are required, organizational skills, general formal knowledge of parliamentary style meetings and moderate knowledge of use of Google Docs/Word/Pages.