



Nominate candidates for CNM Elected Office

Any club member may nominate candidates for the offices of **President, Vice-President, Secretary, Treasurer.**

Bring your nominations to the October meeting.

Officers and Duties:

a. Duties and responsibilities of the **President:**

- Execute the office as the official and primary voice of CNM.
- Represent CNM at CORSA and other CORSA Chapter activities.
 - * The President may draw a stipend, if authorized by the CNM Board of Directors, to attend the annual CORSA International Convention.
- Preside at all CNM meetings or designate an alternate.
- Appoint all CNM committee chairs and other committee members.
 - * CNM standing committees:
 - Membership
 - Merchandise
 - New Mexico Car Council Liaison
 - Awards
 - Sunshine
 - CNM Webmaster

b. Duties and responsibilities of the **Vice President:**

- Assume the duties and responsibilities of the President in the President's absence.
- CNM social and activity planning.
- Administration of Award Committee.
- Awards Committee includes but is not limited to:
 - Ike Meissner Award Committee
 - Francis Boydston Award Committee

c. Duties and responsibilities of the **Secretary:**

- Record, and make ready for publishing, the official minutes of any and all CNM meetings.
- Maintain and manage all official correspondence for CNM, including, but not limited to, the annual CORSA Chapter Report.
- Maintain the NMSCC report and any federal reports required
- Maintain, with the Membership Chair, the Membership Roster to ensure timely and accurate updates to be published by the Newsletter Editor and make available, on a periodic basis, to the CNM membership.

d. Duties and responsibilities of the **Treasurer:**

- Maintain CNM Financial accounting.
 - * Ensure that an alternate signatory, typically the President, can access funds and perform duties in lieu of the Treasurer, if necessary.
- Collect and disburse all CNM monies.
- Report financial status at CNM membership and CNM Board of Director meetings.
- Provide an annual financial report summary to be published in the newsletter, following the annual election of officers.

