

# ABATE of Nebraska, Inc

## JOB DESCRIPTIONS

(Revision completed July, 2008)

### STATE COORDINATOR

- 1.) Chairs all Board of Directors' meetings.
- 2.) Appoints all State level committees.
- 3.) Appoints the State Membership Secretary and the Assistant to the State Coordinator (with Board of Directors' approval).
- 4.) Oversees all daily State level operations.
- 5.) Supervises and assists all State level operations.
- 6.) Represents ABATE of Nebraska, Inc. at national events.
- 7.) Is the only official spokesperson for "on the record" statements for ABATE of Nebraska, Inc.
- 8.) In a tie vote by the Board of Director's he/she represents the tie-breaking vote.
- 9.) Authorizes payment of accounts payable.
- 10.) Is elected to a two (2) year term of office (as per article VI, #2 of the By-laws).
- 11.) The State Coordinator shall be the registered agent for ABATE of Nebraska for the non-profit corporation biannual report which is filed with the State of Nebraska.

### ASSISTANT TO THE STATE COORDINATOR

- 1.) Assists the State Coordinator
- 2.) Assumes the State Coordinator's duties in the State Coordinator's absence.
- 3.) In charge of sanctioning ABATE of Nebraska, Inc. events.
- 4.) Attends quarterly Board of Directors meetings.
- 5.) Is appointed by the State Coordinator with approval by the Board of Directors.
- 6.) Is appointed to a two (2) year term of office (as per article #2 of the By-laws).

### STATE TREASURER

- 1.) Maintains financial ledger of the organization, both at State and District levels.
- 2.) Files all state and federal tax forms for the Organization.
- 3.) Makes deposits for ABATE of Nebraska, Inc. State treasury.
- 4.) Issues payments for accounts payable upon authorization of the State Coordinator.
- 5.) Prepares written financial reports for the Board of Directors and State Officers.
- 6.) Attends quarterly Board of Directors meetings.
- 7.) Is elected to a two (2) year term of office.
- 8.) Is responsible for the overseeing of the State newsletter and State website advertising billing.
- 9.) Controls State inventory volume, distribution, sales and shipping.

### STATE RECORDING SECRETARY

- 1.) Keeps the By-Laws up-to-date.
- 2.) Takes the minutes of the State Board of Directors meetings.
- 3.) Type the minutes of the Board of Directors meeting and distributes the minutes to the Board of Directors, State Officers, and the State newsletter.
- 4.) Mails weekly mailings to the Board of Directors and State Officers.
- 5.) Notifies the Board of Directors and State Officers of any changes of the minutes.
- 6.) Attends quarterly Board of Directors meetings.
- 7.) Is elected to a two (2) year term of office.
- 8.) The Recording Secretary shall keep all minutes of the meeting and handle correspondence incident to the office of Secretary. The Recording Secretary shall keep the By-Laws up to date.

### MEMBERSHIP SECRETARY

- 1.) Maintains a current membership roster.
- 2.) Receives renewal and new memberships and records them.
- 3.) Produces and distributes membership cards.
- 4.) Mails patches to new members.
- 5.) Maintains a mailing list of current members, advertisers and motorcycle rights groups.
- 6.) Provides up to date mailing labels for the State newsletter monthly.
- 7.) Provides a monthly active and inactive member/address roster to the Board of Directors.
- 8.) Provides a monthly active members/telephone roster to the Board of Directors.
- 9.) Keeps inventory of and distributes the five (5) year, ten (10) year, fifteen (15) year, twenty (20) year, and twenty-five (25) year membership pins to qualifying members.
- 10.) Maintains a list of eligible membership drive contestants and their current membership.
- 11.) Responsible for maintenance and supplies necessary to operate the State computer.
- 12.) Responsible for maintenance and supplies necessary to operate the State Office.
- 13.) Attends quarterly Board of Directors meetings.
- 14.) Appointed by the State Coordinator, with Board of Directors approval to a two (2) year term.
- 15.) The Membership Secretary, an appointed officer, will handle memberships; ABATE inventory as well as other duties of a financial secretary.
- 16.) Manages race to a thousand yearly membership drive for a cumulative \$1,000 new memberships within a calendar year Jan 1 to Dec 31, member will receive a lifetime membership.

### MEMBERS OF THE BOARD OF DIRECTORS

- 1.) Also called the District Representatives.
- 2.) Oversees all ABATE activities within his/her District.
- 3.) Responsible for setting up District bank accounts in compliance with rules for districts/finances.
- 4.) Responsible for monthly financial reports to be sent to the ABATE State Office.
- 5.) Responsible for monthly meeting minutes to be sent to the ABATE State Office.
- 6.) Responsible for District inventory of State products.
- 7.) Responsible for setting up motorcycle rider's courses in his/her District.
- 8.) Responsible for recruiting students for motorcycle riders in his/her District.

9.) Responsible for sending a list of all District events for sanctioning to the Assistant State Coordinator.

10.) Chairs monthly District meetings.

11.) Reports District stability as pertaining to the level of membership, renewals and new members, actives, financial conditions etc. at the bimonthly Board of Directors meeting.

12.) Attends quarterly Board of Directors meetings or delegates another representative in the event that he/she cannot attend.

13.) Required to be excused from attending or not having a representative a Board of Directors meeting or the District will be fined \$50.00 as per "Rules for Districts".

14.) Elected to a two (2) year term of office.

.....Created by Todd C. Miller  
.....updated: 9/6/2010

[HOME](#)