

JOB DESCRIPTIONS FOR APPOINTED CHAPTER OFFICERS

(By-Laws reference 4.3.1 and 20.1)

(As approved by the Board of Directors on 12-21-98)

Archivist/Librarian:

The Archivist/Librarian is the Chairman of the Historical Committee (By-Laws reference 7.9). He is responsible for collecting, storing and preserving pertinent Chapter records and railroad documents/artifacts. The Archivist/Librarian prepares and submits the annual Historical Committee budget request to the Finance Committee not later than December 1st of the preceding year

Car Host Manager:

The Car Host Manager is responsible for recruiting and training Car Hosts, Lounge Car Attendants and Baggage Handlers in the safe and efficient handling of passengers and baggage. Prior to Chapter trips, the Car Host Manager organizes the cleaning and stocking of coaches, baggage cars and the seating/rest room areas of lounge cars. In the course of Chapter trips, he supervises the Car hosts and Lounge Car Attendants to insure courteous and efficient treatment of passengers and cleanliness of assigned cars.

Chief Mechanical Officer:

The Chief Mechanical Officer (CMO) is Chairman of the Mechanical & Equipment Committee (By-Laws reference 7.8), and is responsible for planning, scheduling and execution of all maintenance, repair and upgrade work on all rolling stock owned or controlled by the Chapter. He is also responsible for arranging fueling, watering and otherwise preparing rolling stock (other than cleaning) for Chapter operations, and for the execution of necessary repairs to rolling stock or other mechanical support in the course of Chapter trips. As a member of the Property Committee, the CMO is responsible for planning, scheduling and execution of all maintenance, repair and upgrade work on all buildings and other facilities supporting Mechanical Department activities (including any installed equipment) owned or controlled by the Chapter.

The CMO is the senior Chapter mechanical authority, and trains/supervises Chapter volunteer staff or contractors involved in the above activities. He promotes and enforces safe practices for working on or about rolling stock, buildings or other facilities owned or controlled by the Chapter, in accordance with applicable laws and regulations. He also advises the Trip Chairmen, the Food Service Manager and the Lease Manager of mechanical status of cars upon request and maintains current inventory and maintenance records of all Chapter-owned rolling stock and parts. The CMO prepares and submits the annual Mechanical Department budget request to the Finance Committee not later than December 1st of the preceding year, and attends monthly Board and Chapter meetings to report on Mechanical Department status.

Event/Trip Chairman (By-Laws ref. 7.5):

The Event/Trip Chairman is responsible for planning and making arrangements for his assigned Chapter event/trip, in cooperation with other Chapter officers as necessary. He prepares and submits the event/trip budget (on a form prescribed by the Treasurer) to the Events Committee Chairman and the Treasurer prior to any expenditures being authorized. The Event/Trip Chairman consults with Chief Mechanical Officer on rolling stock availability and requirements for his trip, and requests any printing and distribution requirements from the Publications Committee only. He consults with the Ticket Agent on ticket sales and (in the course of the trip) follows up on all ground arrangements. He attends monthly Board and Chapter meetings to report on event/trip status.

Events Committee Chairman (By-Laws ref. 7.5):

The Events Committee Chairman is responsible for scheduling and chairing periodic and special Events Committee meetings. He assigns event/trip chairmen, and follows up as necessary. The Events Committee Chairman reviews event/trip marketing plans, and prepares and submits the annual consolidated trip and event budget to the Finance Committee not later than December 1st of the preceding year. He attends monthly Board and Chapter meetings to report on event/trip status.

Insurance Manager:

The Insurance Manager is responsible for obtaining all necessary Chapter insurance coverage, such as excursion liability, general liability, fire, rolling stock and bonding. He advises the Events and Finance Committees on the cost of insurance as necessary.

Finance Committee Chairman (By-Laws ref. 7.11):

The Finance Committee Chairman is responsible for preparing the proposed annual Chapter budget (utilizing data from various sources as necessary) and submitting the budget to the Chapter Board of Directors for approval not later than January 1st of the budgeted year. He also advises the Board on Chapter financial and accounting matters as necessary.

Food Service Manager:

The Food Service Manager is responsible for the planning, organization and execution of all Chapter food/beverage service operations on board Chapter excursions, including First Class, dining car, lounge car and snack car operations, in accordance with Food and Drug Administration requirements. He trains and supervises Chapter volunteer staff or contractors in hygienic food handling and safe and efficient food service operations within the above activities. He also supervises snack car cash box operations, following the directions of the Treasurer.

The Food Service Manager consults with trip chairmen on budget and scope for food/beverage service included in the ticket price. He supervises the cleaning and stocking of the dining car and the food/beverage service areas of other cars. The Food Service Manager maintains current inventory records of all Chapter-owned food service equipment and supplies and advises the Treasurer and Property Manager as necessary. He prepares and submits the annual snack car budget to the Finance Committee not later than December 1st of the preceding year.

Lease Manager:

The Lease Manager is responsible for arranging and documenting the lease of Chapter-controlled rolling stock to other parties, and for leasing rolling stock from other parties as required. He also makes arrangements for deadhead movement via the appropriate Chapter liaison. In all cases, the Lease Manager consults with the Chief Mechanical Officer before executing a lease, and advises the Events Committee of lease costs. He also maintains current references of rolling stock available for lease.

Membership Committee Chairman (By-Laws reference 7.4):

The Membership Committee Chairman is responsible for recruiting new members and retaining existing members, and for processing applications/renewals as required. He maintains the membership rolls and attends monthly Board and Chapter meetings to report on new member applications and other membership matters.

Newsletter Editor:

The Newsletter Editor is the senior Chapter official on the Newsletter Staff (By-Laws reference 7.3) and is responsible for the creation and composition of the Chapter Newsletter. He prepares and submits the annual Newsletter budget request to the Finance Committee not later than December 1st of the preceding year.

Office Manager:

The Office Manager is responsible for maintaining efficient Chapter business office operations, including landlord relationships. He obtains all needed office supplies, including special printing via the Publications Committee, and arranges for maintenance/repairs of office equipment as necessary. The Office Manager prepares and submits the annual business office budget request to the Finance Committee not later than December 1st of the preceding year.

Program Committee Chairman (By-Laws reference 7.2):

The Program Committee Chairman is responsible for arranging educational or entertainment programs of a railroad nature for presentation at Chapter meetings, the annual Banquet or other events. He prepares and submits the annual program budget request to the Finance Committee not later than December 1st of the preceding year.

Property Manager:

The Property Manager is the Chairman of the Property Committee (By-Laws reference 7.7) and is responsible for the procurement, preservation, maintenance and disposition of all Chapter property other than rolling stock. He also maintains current inventory records of all Chapter-owned office equipment, tools, supplies and other property (other than rolling stock). The Property Manager prepares and submits the annual Property Committee budget request to the Finance Committee not later than December 1st of the preceding year.

Publications Manager:

The Publications Manager is Chairman of the Publications Committee (By-Laws reference 7.10) and is responsible for the preparation, printing and distribution of Chapter publications. He prepares copy (as necessary) and arranges for printing and distribution (including purchasing mailing lists) of all Chapter publicity and membership mailings (including trip flyers and handouts).

The Publications Manager reviews all requests for printing and mailing, and periodically reviews the Chapter mailing lists for any necessary revisions. He also arranges for the printing of all other Chapter printing requirements, such as letterhead stationary, business cards, ticket stock, boarding passes, special forms, etc. The Publications Manager prepares and submits annual budget request for printing requirements (other than costs assigned to specific events/trips) to the Finance Committee not later than December 1st of the preceding year.

Public Relations Committee Chairman (By-Laws reference 7.6):

The Public Relations Committee Chairman is responsible for promoting positive relations between the Chapter and the public, the news media, other NRHS chapters (in coordination with the National Director) and other parties as necessary. He drafts publicity material (other than trip marketing) and obtains printing via the Publications Committee. The Public Relations Committee Chairman also organizes a Speakers Bureau from the Chapter membership in order to provide skilled speakers for various non-Chapter events.

Souvenir Manager:

The Souvenir Manager is responsible for operating Chapter souvenir sales activities, training and supervising Chapter volunteer staff in efficient souvenir sales operations. The Souvenir Manager also sets the retail prices of all merchandise and supervises souvenir cash box operations, following the directions of the Treasurer. He supervises the cleaning and stocking of the souvenir sales areas of any cars so used, and maintains current inventory records of all Chapter-owned souvenir stock and equipment. The Souvenir Manager prepares and submits the annual souvenir budget to the Finance Committee not later than December 1st of the preceding year.

Ticket Agent:

The Ticket Agent is responsible for the efficient and timely processing of all ticket orders for Chapter events/trips, including making bank deposits from ticket sales according to the Treasurer's instructions. He obtains ticket stock and other special printed matter via the Publications Committee, and provides the Treasurer and event/trip chairmen with data on ticket sales as requested. The Ticket Agent processes refund requests according to current Chapter policy and prepares passenger manifests for each trip as required. He also trains staff for train-side ticket sales or ticket pickup and (in the course of Chapter trips) assists Conductor in resolving ticketing issues.