

ARTICLE VI – Board of Directors

The Board of Directors shall consist of eight duly elected officers of the association who are individuals, either representing member clubs or as an Individual (at large) members and individuals serving in the Past President position. All board members must be members in good standing to be elected to the board or to remain on the board.

A majority of members of the board shall constitute a quorum for conducting official business.

The board shall meet quarterly for regular business, in addition to any special called meeting. The location of such regular or special meeting shall be designated by letter or e-mail prior to such meeting.

In the event a board member is unable to complete the full two year term of office, a replacement shall be elected by the membership at the next quarterly meeting.

ARTICLE VII – Officers and Duties of Officers

The eight elected officers of SFWDA and individuals serving in the Past President position shall constitute its board of directors. The elected officers of the association shall be as follows:

President
Vice President
Treasurer (revised from Secretary-Treasurer)
Recording Secretary
Director of Conservation and Land Management
Director of Membership
Director of Legislative Affairs
Director of Public Relations

- **Each of these 4 highlighted positions are up for election this year.**
- **Descriptions of each position themselves are listed in more detail below.**

Duties of the Vice President

The Vice President shall:

- Serve as second officer of the association.
- Assist the President and keep the President informed of all major developments of in the association.
- Serve as a member of the board of directors
- Serve as committee coordinator.
- Help organize and recruit new clubs within the association.
- Fulfill the duties of the President in his/her absence.
- Act as principle communicator and liaison between the clubs and the board of directors.
- Be responsible for inventory of all association equipment.
- Prepare and submit to the board of directors an annual budget for the office of Vice President.
- Prepare and submit an article to the editor for each publication of the association newsletter.
- Perform other such duties as may be assigned by the President and/or the board of directors.

Continued below.....

Duties of the Recording Secretary

The Recording Secretary shall:

- Serve as a member of the board of directors.
- Record the minutes of all quarterly meetings, board of directors meetings, and special meetings.
- Minutes shall be in finished draft form to the board of directors within 30 days of the last meeting.
- Answer all correspondence as requested by the President and/or board of directors.
- Maintain permanent copies of all correspondence.
- Prepare and submit to the board of directors an annual budget for the office of Recording Secretary.

Continued below.....

Duties of the Director of Legislative Affairs

The Director of Legislative Affairs shall:

- Serve as a member of the board of directors.
- Coordinate association legislative contacts, via personal, telephonic, e-mail, and written communication, on the federal, state, and local levels as necessary to protect and promote the majority interests of the association.
- Maintain an ongoing association liaison with the administration, government agencies, members of Congress and their staffs, congressional committees, United Four Wheel Drive Associations, and other associations in order to keep the board of directors and membership abreast of legislative developments that effect four wheel drive recreation, and coordinate such contacts as appropriate with the Director of Conservation and Land Management.
- Initiate and coordinate proper association response to legislative threats to four wheel drive recreation, to access to public lands, as well as to initiate proactive legislation and legal intervention as necessary to protect the interests of the association in the halls of Congress, and coordinate such actions, as necessary, with United Four Wheel Drive Associations and other four wheel drive associations.
- Keep the President apprised of all current legislative developments affecting the association.
- Prepare and submit to the board of directors an annual budget for the office of Director of Legislative Affairs.

Continued below.....

Duties of the Director of Public Relations

The Director of Public Relations shall:

- Serve as a member of the board of Directors.
- Act as the public voice of the association.
- Ensure that the association maintains a favorable public image at all times.
- Ensure that the association and its policies are accurately portrayed and presented to the public.
- Secure adequate advertisement and promotion for the association and its events as necessary.
- Coordinate positive, ongoing association relationships with manufacturers representatives, equipment and parts supply organizations and four wheel drive service firms and vehicle dealers, as necessary, including solicitation of contributions for association membership recruitment and fund raising events such as the annual Dixie Run and Trailfest.
- Prepare and submit to the board of directors an annual budget for the office of Director of Public Relations.