

**MID-EASTERN REGION EXECUTIVE HANDBOOK  
SECTION 3 – POSITION DESCRIPTIONS**

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Throughout this Section, the following abbreviations are used:

- BOD = Board of Directors of the Mid-Eastern Region, NMRA, Inc., a Maryland Corporation
- CAT = Convention Action Team
- ECC = Executive Convention Committee
- EHB = Executive Handbook of the Mid-Eastern Region, NMRA, Inc., a Maryland Corporation
- LCC = Local Convention Committee
- MER = Mid-Eastern Region, NMRA, Inc., a Maryland Corporation
- NMRA = National Model Railroad Association

## **Member – Board of Directors**

Elected by: MER Members

Reports to: President, Board of Directors and Members of the MER

The MER Board of Directors consists of the four Officers (President, Vice President, Secretary, and Treasurer), plus three Directors at Large. Duties and responsibilities fall into three broad categories, as outlined below.

### **General Responsibilities – All Members**

The MER Board of Directors has the overall responsibility for the MER, its activities and its operations. Each of the seven members of the board has responsibilities similar to those in any non-profit organization. Using the terminology found in advisory literature:

1. “Duty of Care” – paying attention to what’s going on, taking action when needed.
2. “Duty of Loyalty” – avoiding conflict of interest, putting the organization’s interests ahead of one’s own personal interests.
3. Responsibility to further the mission of the organization. More specifically, for the MER, each board member should:
  - A. Becomes generally familiar with the MER Executive Handbook.
  - B. Be guided by the fact that they were elected by the MER membership as a whole – not just from any one Division or geographical area.
  - C. Before each Board meeting, communicates with the MER Secretary about needed agenda items (the Secretary will send a request for this information).
  - D. Before each Board meeting, for each motion that a member proposes, provides to the Secretary the text of such motion and any supporting statements, documents, etc., on or before the deadline set by the Secretary for the submission of such motions. Any motions not complying with this provision may be added to the agenda only if another Board member seconds the addition of such non-complying motion to the agenda.
  - E. Attend all meetings of the MER Board of Directors. Comes prepared to deliberate and vote on the issues to be presented that do not involve a personal conflict of interest.
  - F. Attends the MER Fall Convention (at which the MER Annual [i.e. membership] Meeting is held).

Specific Responsibilities:

Each of the four Officers has specific responsibilities associated with their office (for example, the President presides at Board meetings, the Secretary takes minutes, etc.). These responsibilities are detailed elsewhere in this EHB chapter.

### **Responsibility for Assigned Activities and Standing Committees**

Each MER activity or Standing Committee will be assigned to a board member by the MER President. That board member will:

1. Becomes familiar with the workings of each assigned activity (for example: Ballot Committee, etc.) to permit carrying out item 2, below.
2. Represents that activity to the rest of the MER Board of Directors.
3. Assists the person responsible for that activity, as appropriate.
4. While performing items 2 and 3 above, avoiding micromanaging (when possible).
5. With help from the President, actively recruits people to head up the activity when a vacancy occurs.
6. Produces an Executive Handbook job description for the person responsible for the activity.

## **Mid-Eastern Region (MER) President**

Elected by: MER Members

Reports to: Board of Directors and Members of the MER

### **Position Summary**

The President shall be the principal executive officer of the Mid-Eastern Region of the NMRA and shall be subject to the control of the Board of Directors, shall in general supervise, control, and be responsible for all of the business and affairs of the Region. When present, the President shall preside at all meetings of the members and act as Chairman of the Board. Except as otherwise provided, the President is the only Officer of the MER authorized by the Board of Directors and the Bylaws to make commitments for the MER. In general, the President shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall present a general report at each meeting of the members.

### **Specific Responsibilities:**

1. Visits each of the Divisions at one of their meetings at least once while in office; (can split this task with the Vice President);
2. Attends any NMRA National convention within a reasonable distance;
3. Interfaces with NMRA HQ and participate in the NMRA Regional Advisory Council;
4. Promotes the NMRA and MER to relevant clubs and organizations within the territory;
5. Makes certain that MER operates on a sound business basis at all times;
6. Act as tiebreaker on any votes at Board meetings; allows all others to vote first;
7. Runs board meetings according to ***Roberts Rules of Order Newly Revised***;
8. Budget: on request from the Treasurer, prepares and submits a budget request for the following fiscal year for those actions pertaining to the duties and responsibilities of the President, and notifies the Treasurer if any significant deviation from the approved budget appears likely.

## **Mid-Eastern Region (MER) Vice-President**

Elected by: MER Members

Reports to: President (MER), Board of Directors and Members of the MER

### **Position Summary**

- A. In the absence of the President, upon the President's request, or in the event of the President's inability or refusal to act, shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President;
- B. Shall serve as President during any suspension or upon the office becoming vacant; and
- C. Shall perform such other duties as from time to time may be assigned to the Vice-President by the President or by the Board of Directors.

### **Specific Responsibilities:**

1. Sends a survey to each Division for their Division Yearly Reports;
2. Every year with input from the Divisions, produces a "Report on the Divisions" for publication in the MER publication, **The Local**, and send to the Editor of **The Local**;
3. Performs those duties and accept those responsibilities as assigned by the President including oversee planning and execution of the MER Conventions;
4. Visits each of the Divisions at one of their meetings at least once while in office (can split this task with the President);
5. Reviews the Bylaws of each Division in odd-numbered years for compliance with MER and NMRA and present the findings at the next Board of Directors Meeting;
6. Interacts with the Divisions. This could include becoming a member of each Division's e-mail list. Signs up to receive each Division newsletter;
7. Budget: on request from the Treasurer and/or the Budget Committee Chairman, prepares and submits a budget request for the following fiscal year for those actions pertaining to the duties and responsibilities of the Vice-President, and notifies the Treasurer if any significant deviation from the approved budget appears likely;
8. Represents the Divisions at the MER Board of Directors meetings, and serves in that role on the Budget Committee.

## **Mid-Eastern Region (MER) Secretary**

Elected by: MER Members

Reports to: President

### **Position Summary**

The Secretary shall be responsible for the draft agenda for meetings of the MER Board of Directors, the official minutes of MER Annual Meeting, the official minutes of MER Board meetings, the Executive Handbook, the Roster, and the Staff News, and responsible for maintaining the current records and legal documents of the MER, except for those pertaining to membership and financial records. Superseded and obsolete material of historical significance will be turned over to the Archivist by the Secretary.

### **Specific Responsibilities:**

1. Insures that advance notice of the MER Annual Meeting is published in **The Local** in accordance to the required advance notice informing members as to the time and place of the Annual Meeting, attend the meeting, take minutes, and circulate a signup sheet at the meeting to record who was present for quorum determination purposes;
2. Attends all MER Board meetings, taking an active part in the deliberations and voting;
3. Drafts an agenda for meetings of the MER Board: solicits agenda items from meeting participants and others as appropriate, prepare and distribute written agenda based on the foregoing input;
4. Takes minutes of MER board meetings, distributes draft minutes for review and comment, maintains “official” set of minutes which record actions of the MER board, circulates a signup sheet at MER board meetings to record who was present for quorum determination purposes;
5. Maintains the master copy of all sections of the Handbook, distributes copies of revised sections to MER board members and others as appropriate, and initiates updating when needed;
6. Maintains and distributes the MER Roster which gives names and contact information for MER officers, Board members, Committee Chairmen, Division Superintendents, and Division AP Coordinators.
7. On request from the Treasurer, prepares and submits a budget request for the following fiscal year for those actions pertaining to the duties and responsibilities of the Secretary and notifies the Treasurer if any significant deviation from the approved budget appears likely.
8. Shall distribute minutes of the Annual Meeting, Board of Director’s meetings and any Special Meetings to the Board of Directors within sixty days (60) of said meeting.

## **Mid-Eastern Region (MER) Treasurer**

Elected by: MER Members

Reports to: President, Board of Directors and Members of the MER

### **Position Summary**

The Treasurer shall have charge and custody of, and be responsible for all funds of the Region and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors.

#### Specific Responsibilities:

1. Maintains the financial records of the Region, keeping a record of all funds received and paid out by the Region.
2. Supervises the prompt deposit of all funds accruing to the Region in accounts in banks as approved by the Board of Directors.
3. Pays immediately all vouchers and bills from the Business Manager and the various Officers, Directors at Large, and Committee Chairmen up to the budgeted amount of each account for which the bill or voucher is submitted. However, the Treasurer:
  - a. May defer payment of a bill or voucher which appears to the Treasurer not to be within the scope of the account for which it is submitted until the Board of Directors approves payment to the extent determined to be appropriate, and
  - b. Shall not pay bills and vouchers that exceed budget unless the Board of Directors approves payment to the extent determined to be appropriate.
4. Ensures that all bank accounts shall be corporate accounts requiring a single signature of the Treasurer, President, or Secretary, and shall ensure that the proper signatures are changed promptly on all accounts with each change in administration.
5. Maintains merchandise sales financial records, product by product, and reports to the MER Board of Directors at appropriate intervals.
6. Coordinates with MER Merchandise Sales Coordinator as needed (see Position Description for MER Merchandise Sales Coordinator for specifics).
7. Submits a written financial report to the Board of Directors in advance of each Board meeting and the Annual Membership Meeting, and provides the end-of-year financial report to accompany the proposed annual budget.
8. Prepares and files all tax-related documents and any financial reports required to be filed by the region, and shall report promptly such filings to the Board of Directors.

9. Serves as Budget Committee Chairman.



## **Mid-Eastern Region (MER) Director at Large**

Elected by: MER Members

Reports to: President, Board of Directors and Members of the MER

### **Position Summary**

Each Director at Large has the overall responsibility for the MER, its activities and its operations.

Specific responsibilities:

1. Each Director at Large shall be responsible for participating in meetings of the Board of Directors.
2. Each Director at Large shall be responsible for oversight and supervision of those committees assigned to such Director at Large by the President, and may serve as a Chairman or member of a standing or special committee.
3. Each Director at Large shall be responsible for providing reports on the activities of those committees assigned to such Director at Large by the President at the yearly Board of Directors meetings.

## **Business Manager**

Appointed By: President  
Approved By: Board of Directors  
Reports To: President (Management) and Treasurer (Financial)

### **Position Summary**

Responsible for maintaining the membership and newsletter subscription rosters and performing the business office operations for the Mid-Eastern Region in accordance with Article VII, Section 1 of the bylaws. The Business Manager is required to receive payments for newsletter subscriptions, donations, purchases of salable items and other payments to the Mid-Eastern Region from any source whatsoever; record new and renewal newsletter subscription applications; maintain an appropriate up-to-date member roster; make routine payment bank deposits of all such money in the name of the Mid-Eastern Region in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the bylaws and report all financial transactions to the Treasurer; maintain adequate supplies of designated salable items relevant to and within the scope of the Business office, e.g. CD's of **The Local**, and essential items applicable to the operation of the region's business office; and distribute salable items or notify other responsible parties for appropriate distribution; and provide membership and subscription address lists for publications, newsletters, ballots, etc.

Specific responsibilities:

1. Keeps the Treasurer informed of all financial transactions and the President and Treasurer of any problems concerning the operation of the business office.
2. Maintains membership and subscription records, keeping the rosters current with changes reported by individuals, Division Management and/or NMRA headquarters staff.
3. Prepares an annual budget request to cover any anticipated expenses for the year to come and periodically submit an Expenses Payment request for those expenses incurred.
4. Prepares various Financial and Membership Reports for the Treasurer and the Budget Committee Chairman for the Annual Meeting report.
5. Provides up-to-date mailing lists to **The Local** printing contractor for newsletter and ballot mailings.
6. Reports membership news of interest to **The Local** editor for publication in a periodic column.
7. Provides membership and financial information for Mid-Eastern Region Board meetings and/or participates in requested studies for the Mid-Eastern Region Board, or Division Management.

8. Oversees development and execution of electronic voting for Mid-Eastern Region NMRA, Inc., in coordination with those Officers, Directors and Standing Committee members directly involved in yearly election processes.
9. Serves as a member of the Budget Committee.
10. Coordinates with MER Merchandise Sales Coordinator as needed (see Position Description for MER Merchandise Sales Coordinator for specifics).

## **MER Merchandise Sales Coordinator**

Appointed by: President  
Approved by: Board of Directors  
Reports to: MER Board of Directors

### **Position Summary**

The Merchandise Sales Coordinator commissions, orders, receives, stores, and ships items such as custom painted model railroad cars and other merchandise items, e.g., shirts on behalf of region, keeps appropriate records, and reports to the MER Board of Directors, as appropriate. Merchandise items are commissioned and sold primarily as a service to MER members, and secondarily as a modest fundraiser.

Specific responsibilities (Manager):

1. Identifies reasonable possibilities for commissioning additional offerings such as cars and buildings. Ideally, prospective offerings:
  - a. Will have a connection to the MER (in the case of cars).
  - b. Should not duplicate something that is commercially available.
  - c. Should sell for a competitive price, and should sell within a reasonable period of time.
  - d. Within reason, should be prototypically accurate.
2. When directed by the MER Board of Directors, orders the items to be sold.
3. Places appropriate advertising in **The Local**.
3. Places pro bono advertising in appropriate model railroad publications.

Specific responsibilities (Sales Agent):

1. Receives orders for customers and other merchandise items.
2. At regular intervals, forwards the orders to the MER Business Manager.

Specific responsibilities (Others):

Several additional people participate in the foregoing process as part of their overall responsibility:

### **MER Business Manager:**

1. Deposits money received for merchandise in the bank account designated by the MER Treasurer. Sends information related to the deposit to the Treasurer.
2. Maintains the inventory of pins, patches, and mugs, and ships them to fill orders.
3. Makes CD's of back issues of **The Local** when an order is received, and ships them to the buyer.

4. Notifies the Distributor (see above) when and where to ship car kits.
5. Notifies the building kit supplier when and where to ship building kits (these are made to order – i.e., there is no inventory).
6. Reports to the Board of Directors at regular intervals on merchandise sales activity and the status of inventories.
7. Receives and stores cars and selected other items to be sold.
8. When notified by the Business Manager, ships individual sale items to purchasers.
9. As appropriate, requests reimbursement from the MER Treasurer for expenses incurred.
10. Supplies items to be sold in the NMRA Company Store at the annual NMRA Convention, and in the Company Store at MER conventions.

**MER Treasurer:**

1. Maintains merchandise sales financial records, product by product, and reports to the MER Board of Directors at appropriate intervals.

## **Resident Agent**

Appointed by: President  
Approved by: Board of Directors (Corporate Resolution required)  
Reports to: Secretary (annual log), Treasurer, other MER officials to whom items are sent.

## **Position Summary**

1. During normal business hours, receives all lawsuit papers, official notices and forms, and other documents that are required to be delivered to an official representative of this Maryland Corporation.
2. Transmits expeditiously such notices, etc., to the appropriate person.

Requirements for serving as resident agent for Mid-Eastern Region NMRA, Inc.:

1. Be a resident of Maryland (actually physically resides in Maryland),
2. Have a physical address in Maryland (not a Post Office box) where documents can be received during normal business hours,
3. Be available generally during normal business hours to receive such documents at that address. This does not mean that the resident agent cannot leave the location of the resident agent office during normal working hours, but does mean that a majority of the typical day is spent at that address.
4. Be able to transmit such documents expeditiously to the appropriate person, and
5. Be registered by resolution of Board of Directors with the Maryland State Department of Assessment and Taxation, Charter Division as the resident agent for Mid-Eastern Region NMRA, Inc.

Specific responsibilities:

1. Be available generally during normal business hours to receive such documents at that address.
2. Upon receipt of such documents, determines which MER officer or the business manager to send the document. If uncertain, contacts President or Secretary for direction.

### Exception:

Lawsuit papers – immediately contact President and obtain direction as to whom and where the lawsuit papers should be sent (in case MER has already retained an attorney, so such lawsuit papers may be sent directly to the attorney). If President is not reasonably available, then Vice President, then Secretary, then Treasurer.

3. Within one week, after receipt of documents, transmit such documents to the MER officer or the Business Manager to whom the document should be sent, using the most

appropriate means of transmission (Postal service, FedEx, etc.). The Resident Agent checks the document for any deadline dates to insure timely transmittal. Most items are currently sent to the Treasurer.

- a. Exception: Lawsuit papers – as directed by the officer in no. 2, above.
4. Upon transmission, contact intended recipient of document by separate transmission (email, phone call, etc.), to inform that person:
    - a. What is being transmitted.
    - b. When it was sent.
    - c. How it was sent.
    - d. To confirm receipt by recipient to resident agent when recipient receives it.

This is especially important with lawsuit papers or other documents having a short time limit for response.

5. Completes a log (such as an electronic or handwritten spreadsheet) showing:
  - a. When the document was received.
  - b. From whom was the document received.
  - c. Document type (lawsuit, Taxation Department form, etc.)
  - d. How it was received (personal service, postal mail, electronic notice, etc.).
  - e. To whom it was sent.
  - f. When it was sent.
  - g. How it was sent.
  - h. When the recipient was notified that document was being sent to recipient.
  - i. When recipient acknowledged receipt of the document.
6. Transmits to the Secretary at end of calendar year a copy of the log described in No. 5, above.
7. If the address of resident agent changes, notifies the Secretary so a Board of Directors resolution (Maryland form available online from the Maryland Department of Assessment and Taxation, Charter Division) can be adopted to establish a new address for delivery of such documents and sent to the Maryland Department of Assessment and Taxation, Charter Division.
8. Upon resignation as resident agent, notifies the Secretary so a Board of Directors resolution (Maryland form available online from the Maryland Department of Assessment and Taxation, Charter Division) can be adopted for the resignation and for appointment of the replacement resident agent and sent to the Maryland Department of Assessment and Taxation, Charter Division.

## **Webmaster**

Appointed by: President

Approved by: Board of Directors

Reports to: Board Member Designated by the President

### **Position Summary**

The Webmaster is responsible for maintaining content and servers ensuring that the MER website is functional, is user-friendly, has webpages that load quickly and effortlessly, is visually pleasing, and is up-to-date. The Webmaster will upload graphic content such as Convention contest photos, post updated organization documents, as well as editing the HTML content that is displayed on the individual pages which includes maintaining links to other websites for event announcements of NMRA National, Regional, or Division events. Other tasks of the Webmaster include registering domain names, designing logos, correcting software bugs, tracking traffic, and maintaining security to prevent hacking.

#### **Specific Responsibilities:**

1. Implement and ensure website security and content protection.
2. Maintain, update, optimize, and troubleshoot servers.
3. Monitor and optimize site performance including load speeds and capacity.
4. Update website content as provided by the MER Officers, Directors, Administrative Staff, Editor and Advertising Manager of the Local, and chairs of MER conventions and committees.
5. Debug pages and fix broken links or images.
6. Address and respond to user comments and complaints.
7. If required, set up shopping cart software and work with the Treasurer to set up an MER bank account such as PayPal if dealing with e-commerce sites.
8. Create/disable email accounts for MER Officers, Directors, and Administrative Staff, Editor and Advertising Manager of the Local, and chairs of MER conventions and committees.
9. Establish communication with the website host (presently hostgator.com (04-25-20)) and utilize the platform to the fullest extent.



## **Executive Convention Chairman**

Appointed by:           President  
Approved by:           Board of Directors  
Reports to:             Vice President

### **Position Summary**

The Executive Convention Chairman (ECC) has responsibility for the entire convention and functions as the interface between the MER Board of Directors and the Local Convention Committee (LCC). The ECC is directly responsible directly for making the Convention Action Team run smoothly and that it is fully staffed. The ECC must also be aware of the historical performance of conventions, attendance and financial.

#### Specific Responsibilities:

1. Maintains the Division/location round-robin sequence for the MER Convention, bringing the next group up to speed two years out; this round-robin is on a five-year cycle: North Carolina, (CPD or CSD) Southern Virginia (JRD or Tidewater), Potomac, SMD or Chesapeake, Susquehanna or Philadelphia or New Jersey;
2. Makes certain that LCCs know their specific responsibilities relative to what the CAT team performs;
3. Personally attends most, if not all, LCC meetings; the CAT Team is essentially the same people each year doing the same jobs, but the LCC is different each year and needs varying amounts of guidance and reliable information, e.g., provides to the LCC the current Convention Handbook;
4. Participates in the creation, maintenance, and refinement of the planning tools that are to be used each year (these are the spreadsheets and statements of requirements, e.g., the Convention Handbook)
5. Is the signer of the hotel contract; the Local Committee is NOT authorized to do so;
6. Conducts the hotel negotiations regarding prices; this is based on the historical performance at all conventions for which there are records and especially those in the same area or hotel;
7. Insures that all of the convention planning that the LCC should be doing is performed in a timely manner to insure a successful convention;
8. Serves on the Budget Committee.

## **Clinics Committee Chairman**

Appointed by: President  
Approved by: Board of Directors  
Reports to: Vice President, Executive Convention Chairman

### **Position Summary:**

The Clinics Committee Chairman is responsible for searching and acquiring new clinics and clinicians and maintaining and upgrading the roster of available clinic subjects and clinicians for MER conventions, investigating clinic topics elsewhere (other Regions, National, and other model railroading events) for use at MER conventions, and providing this information to each region convention committee and to any divisions that request it.

The Clinic Committee Chairman is required to promote and assist in the use of good quality clinics of interest at MER conventions. He/she participates actively with host convention committees to assure a balanced program as requested.

A “clinic” may be a program in an educational, informative, or entertaining format for any size audience. The clinic may be a “how to” demonstration, a “show and tell” project, a tape/slide program, a movie, a PowerPoint presentation, or a combination of these techniques, with emphasis on the “hands on, make-it-and take-it” variety.

### Specific responsibilities:

1. Keeps Vice-President and Executive Convention Chairman informed of progress or any problems concerning the clinic program.
2. Provides clinic description information in suitable format to post on MER website in coordination with Webmaster.
3. If necessary, prepares an annual budget request to cover any anticipated expense.
4. Communicates the needs of the clinic program to the membership either through **The Local** or in person at regional or divisional gatherings.

## **General Contest Chairman**

Appointed by: President  
Approved by: Board of Directors  
Reports to: Board Member Designated by the President

### **Position Summary**

Responsible for coordinating, administering, and supervising the official Model and Photography contests at the Mid-Eastern Regional (MER) conventions. The General Contest Chairman is responsible for supervising the overall contest structure at MER sponsored conventions, including the activities of the Model Contest Assistant who is appointed by the Host Division. He/she must be well-organized and efficient, computer literate, must exercise good management skills, and must also delegate authority. He/she must be well versed in the judging procedures used by the National Model Railroad Association and the Mid-Eastern Region. He/she must be able to skillfully arbitrate any controversy that may occur during the judging process of all contests, and must be recognized as a superior modeler in his/her own right.

At most MER Conventions, the Model Contest operates as an integrated whole – particularly as it relates to security and to the “signing in” of models. In effect, the Model Contest Assistant and the General Contest Chairman constitute the management team that “makes it all happen”. This management team, with the aid of the ECC and the LCC, should work together to provide manpower to insure reasonable security (proctors) and assistance in checking in entries (as needed).

Specific responsibilities:

1. Assists, as needed, in the recruitment of the Model Contest Assistant.
2. Recruits qualified judges for judged Model contests (including “apprentice judges” to help build a pool of judging talent for the future).
3. Appoints a Chief Judge for each model contest. The GCC may take on this job if he/she so desires.
4. Holds a briefing session with the judges prior to the start of Judging the Model Contest.
5. In consultation with the Model Contest Chairman, arbitrates disputes arising out of the Model Contest.
6. Assures that NMRA and MER judging guidelines and procedures are provided and followed.
7. Recruits other volunteers, as needed, as needed to help in the contest room.

8. Insures that an appropriate photographer will be present to take pictures of at least the Model Contest winners (but photographs of all models for archival purposes is preferred). (First choice normally is the MER Official Photographer).
9. Publicizes all contests in one or more issues of **The Local** well in advance of each MER convention. Where appropriate and practical, supplies similar information to editors of other appropriate newsletters.
10. Secures contest supplies for each convention including trophies, certificates, etc.
11. Coordinates with the LCC on planning issues such as space, schedule, etc.
12. Supplies the Region's AP Chairman with information concerning any Merit Awards won in the Model Contest and AP-only judging of models.
13. Handles all contest liaison duties for joint regional conventions.
14. Prepares awards (trophies, certificates, etc.) and distributes them at the convention banquet or awards ceremony.
15. Provides a post-convention article on contest results and award winners for publication in **The Local** and on the MER website.
16. Maintains permanent records for all contests.
17. Assures that the contest database is updated after each convention.
18. Prepares an annual budget request covering anticipated expenses for all contests for the fiscal year to come.
19. Provides a yearly record of the MER Contest Room activities to the Archivist (or Business Manager) in electronic form generally at the Spring Board Meeting.
20. Serves on the Budget Committee.

## Convention Registrar

Appointed by: President  
Approved by: Board of Directors  
Reports to: Executive Convention Chairman

### Position Summary

The MER Convention Registrar shall perform the normal registration duties associated with mounting an MER convention. The MER Convention Registrar is an integral member of the MER Convention Action Team (CAT) and works closely with the Local Convention Committee.

Principal responsibilities:

Registration records:

1. Sets up and maintains suitable registration records for each convention, working closely with the Local Convention Committee and the MER Assistant Treasurer-Conventions and the Executive Convention Chairman;

Registration form:

1. Designs and maintains a convention registration form, both print copy and web form, e.g. one version in Word and another as a pdf file, with input from the Local Convention Committee and approved by the Executive Convention Chairman;
2. Provides the registration form(s) to the Webmaster in a suitable electronic format;
3. Provide to Editor of **The Local** a registration form for inclusion with the ballot and as needed for printing in **The Local**;
4. Updates the registration form regularly working closely with the Local Convention Committee, and provide updated forms to the Webmaster and editor of **The Local**.

Individual registrations:

1. Directs all registrations to his office and manages all registrations, both prior to the convention and at the door,
2. Deposits all funds received in the registration process in the bank account for that convention and account to the Assistant Treasurer-Conventions for these funds,

Registration Packages:

1. Creates and is responsible for the basic registration packages for all convention attendees,
2. Coordinates with the Local Convention Committee and the ECC for registration inserts,

Accounting:

1. Makes all deposits from registrations or other sources in a timely manner,
2. After the conclusion of a convention, transfers all financial records to the Assistant Treasurer-Conventions,
3. Acts as a back-up for the MER Assistant Treasurer-Conventions.

Statistics:

1. Tracks the registration statistics of the convention, working with the MER Assistant Treasurer-Conventions. Provides the Executive Convention Chairman, the MER Treasurer and the MER Vice-President a final registration statistical report.

## **Assistant Treasurer-Conventions**

Appointed by: President  
Approved by: Board of Directors  
Reports to: Executive Convention Chairman and Treasurer  
Answers to: Treasurer

### **Position Summary**

The Assistant Treasurer-Conventions shall be responsible for the financial and statistical affairs of the convention, shall officially be the Assistant Treasurer-Conventions, is an integral member of the MER Convention Action Team and will work closely with the Local Convention Committee.

The Assistant Treasurer-Conventions shall act as a backup for the MER Treasurer.

Specific responsibilities:

1. Sets up and maintains suitable and separate accounting records for each convention, working closely with the Local Convention Committee and the MER Convention Registrar;
2. Performs the normal accounting duties associated with mounting an MER convention;
3. Provide back up for the MER Convention Registrar ~~(or may also be the MER Convention Registrar)~~ (deleted 10/4/2018);
4. Uses separate accounting for each year's convention, although all convention monies may reside in a single bank account;
5. Pays all bills, refunds, and vouchers for the convention in a timely manner;
6. Works with the MER Treasurer to close out each convention account once all obligations are paid and all income received;
7. Remits the MER fee to the MER Treasurer at the conclusion of the convention;
8. Remits any surplus from the convention to the MER Treasurer after all convention obligations are paid;
9. Provides the Vice-President, Executive Convention Chairman, and the MER Treasurer a final accounting for each concluded convention in the form of an Income Statement.

## **Official Photographer**

Appointed by:           President  
Approved by:           Board of Directors  
Reports to:             Assigned Director

### **Position Summary:**

Attends the MER Convention and records all aspects of the proceedings at Clinics, Contest Room, Banquet, and other events as deemed either necessary or of interest to the members of the MER at large for further distribution via **The Local** or via MER web pages.

Specific responsibilities:

1. Photographs any and all events, participants of clinics, and other ongoing events transpiring at the MER conventions;
2. Photographs any and all models entered in the Contest Room; obtains results thereof to capture those models that win 1<sup>st</sup> place and/or Special Awards;
3. Provides publication quality photography to the Editor of **The Local**, as needed for coverage of the MER convention;
4. Retains an archive of photographs of the MER Conventions;
5. Prepares an annual budget request to cover anticipate expenses for the year to come;



## **Ballot Committee Chairman**

Appointed by:           President  
Approved by:           Board of Directors  
Reports to:             Assigned Director

**(The Nominating Committee Chairman and the Ballot Committee Chairman may in fact be the same individual.)**

### **Position Summary**

The Ballot Committee Chairman shall receive, tabulate, and report a true and accurate counting of the paper ballots cast in any Mid-Eastern Region, and combine that counting with the report of electronic voting from the Business Manager to give a true and accurate counting of all votes cast in an election.

Specific responsibilities:

1. Provides input, as needed and appropriate, to the Nominations Chairman on the format of future ballots.
2. Receives and tabulates paper ballots of MER elections and a report of the electronic voting from the Business Manager.
3. Communicates the election results to the MER President and the Editor and Publisher of **The Local** as per Section 5 of the Executive Handbook.
4. Retains the ballots until notified that their destruction has been authorized by a vote of the MER Board of Directors.
5. Prepares an annual budget request to cover anticipate expenses for the year to come.

## **Nominating Committee Chairman**

Appointed by:           President  
Approved by:           Board of Directors  
Reports to:             Director Assigned to Oversee the Nominating Committee

**(The Nominating Committee Chairman and the Ballot Committee Chairman may in fact be the same individual.)**

### **Position Summary**

Responsible for developing a slate of qualified candidates for the available offices for each Mid-Eastern Region (MER) election, and for seeking candidates based on a broad geographical representation.

Specific responsibilities:

1. Follows the provisions of Article IV (General) and Article VI (Eligibility, Nominations, and Ballots) of the MER Bylaws, and in accordance with MER Policy, Section VI in leading the nominations process.
2. Keeps the assigned Director informed of progress or problems concerning the slate of candidates.
3. Coordinates with the Ballot Committee, assigned Director, and the Editor of **The Local** for creating the ballot.
4. Prepares an annual budget request covering anticipated expenses for the coming year.

## **Newsletter Editor: The Local and eLocal**

Appointed by: President

Approved by: Board of Directors

Reports to: Director assigned to oversee the publication.

### **Position Summary**

Responsible for preparing, editing, and producing the official publication of the Mid-Eastern Region, *The Local*, in accordance with the Bylaws. The newsletter Editor is required to publish a quality magazine at least four times per year within the budgetary guidelines through soliciting articles and photographs of general interest, while also facilitating the communication of information from the Board members and staff to the members, e.g., contact information for officers and staff, convention information, AP program information, etc.

The Editor shall: acknowledge receipt of all information received; edit articles making full use of the volunteer proof-readers that are available for this purpose; and also, consult with those same proof-readers on quality, appropriateness, and general interest of the submitted materials.

*The Local* serves as in-house publication and will contain all official articles of the organization and information of general interest to the membership. *The Local* must be presented as an image-building device for gaining membership and maintaining membership interest. The Editor must exercise sound judgment and editorial expertise for producing a uniform and pleasing tone to the publication.

The Editor shall also serve as the final arbiter of what content is actually published and shall also decide those articles that may appear in the print version of *The Local* versus in the *eLocal*. The first twelve pages of the print version of *The Local* shall also be defined as equivalent to the first twelve pages of the *eLocal*. Thus, the in-house official articles and information contained within those first twelve pages will reach all members, whichever version they receive.

All issues concerning *The Local* production shall be so designed as to conform to budgetary restrictions.

### Specific Responsibilities of the Editor:

1. Keeps the overseeing Director informed at all times.
2. Works with the Publisher to provide a quality production.
3. Works with the Publisher to produce uniform quality and tone of the publication.
4. Acknowledges in writing (by postcard or formal e-mail) to contributors to confirm receipt of article(s) and indicate the anticipated edition date (if possible) that the article may appear in *The Local*.
5. Prepares an annual budget request to cover any anticipated expenses for the coming year.

6. Provides an electronic copy of *The Local* to the designated distributor for black and white printing and mailing to those members who wish to receive that format, and also sends the *eLocal* to the Webmaster and the Business Manager, for posting on the website and for distribution by email.

## **Newsletter Publisher: *The Local* and *eLocal***

Appointed by: President

Approved by: Board of Directors

Reports to: Editor of *The Local* and *eLocal*

### **Position Summary**

Responsible for assembling the official publication of the Mid-Eastern Region, *The Local*, working directly with the Editor. The newsletter Publisher is responsible for providing “typesetting”, article layout and arrangement, and pasting-up services for each issue, to produce a web-and-email-ready version of the full issue of *eLocal*, as well as a ready-to-print version of *The Local*. The Publisher shall also produce camera-ready-copy and ship the camera-ready-copy and related artwork to the printer in a timely fashion. Those efforts all rely upon the materials delivered from the Editor to the Publisher with direction as to which issue and where in that issue (sequence location) that content might be placed. The Publisher is to communicate objectives met on creation and insertion of content, sending frequent draft versions of the *eLocal* to keep the Editor fully informed of the status of issues as they are being assembled.

The content of the first twelve pages of the print version of *The Local* shall be equivalent to the first twelve pages of the *eLocal*. The in-house official articles and business-related information must be contained within those first twelve pages. This ensures that all members will have access to this information regardless of which version they receive.

*The Local* serves as our official in-house publication and will contain all relevant articles of the organization and information of general interest to the membership. *The Local* must be presented as an image-building device for gaining membership and maintaining membership interest. The Publisher, working with the Editor, must exercise sound judgment and expertise for producing a uniform and pleasing tone to the publication.

### **Specific Responsibilities of the Publisher:**

1. Keeps the Editor informed at all times.
2. Provides quality production.
3. Assembles the articles, photos and content obtained from the Editor into a pleasing and interesting presentation.
4. Collaborates with the Editor, when necessary, on layout design, presentation of content and space considerations.
5. Produces uniform quality and tone of the publication.

6. Acknowledges in writing (by e-mail) to the Editor confirming receipt of article(s) for insertion into draft versions of *eLocal* and communicates with the Editor routinely by providing draft versions of *eLocal*.
7. Prepares the ballot for all elections held within the Mid-Eastern Region of the NMRA.
8. Provides electronic copies of *The Local* and the *eLocal* of each issue to the Editor for final review and distribution.

## **MER Advertising Manager for *The Local* and *eLocal***

Appointed by: President  
Approved by: Board of Directors  
Reports to: Director assigned to oversee *The Local* and *eLocal*

### Position Summary

Responsible for encouraging and obtaining quality advertisements for *The Local* and *eLocal* according to the MER Advertising Policy as written in Section X of the Executive Handbook. The Advertising Manager (aka, Ads Manager) will work with the customer to help with creation of the advertisement (aka, ad), if necessary, and will determine the exact cost of providing this assistance and the cost of displaying the ads. This information will be forwarded to the Business Manager for invoicing and collecting payment from the customer. After payment has been confirmed, the ad will be forwarded to the Editor and to the Director for review and final approval before sending it to the Publisher for entry into *The Local* and *eLocal*. The Advertising Manager will also be responsible for monitoring the display of the ads and keeping track of when the ad should be either removed or renewed.

### Specific Responsibilities:

1. Keeps the Editor, Director and Business Manager informed at all times.
2. Reviews advertising applications for content and appropriateness. Assist customers with creating the ad if necessary, including help with graphics, fonts, size and any other details required for the creation of a quality advertisement.
3. Reviews with the customer the exact cost of the creation of the ad and the cost of displaying the ad over the requested number of issues, according to the price guide as outlined in the MER Advertising Policy.
4. Submits the total itemized cost of the ad to the Business Manager, who will then send an invoice to the customer by email and collect payment.
5. After obtaining confirmation of payment from the Business Manager, the Ads Manager will submit the completed advertisement to the Editor and the Director for final approval.
6. Monitors the publication of the ads and ensures that they are displayed properly in the issues where they have been scheduled to appear. Notifies the Editor if any errors or omissions are discovered.
7. Tracks the time-length of the ads and notifies the customer when the ads are ready for either renewal or removal.
8. Notifies the Business Manager when an ad renewal is requested at least 45 days before the date of renewal, so that a new invoice can be sent to the customer and payment can be made in a timely manner.
9. Notifies the Editor, Publisher and Director regarding the duration of each ad and when they will expire. The Editor is responsible for assuring that the ads conform to all specifications of the MER Advertising Policy and for removing ads that have expired.

## Achievement Program Manager

Nominated by: MER President.  
Nomination Approved by: Board of Directors and National AP Officer  
Appointed by: National AP Officer  
Reports to: Eastern North American Representative, NMRA.

### Position Summary

The Regional AP Manager is responsible for implementing, administering, managing and supervising the National Model Railroad Association (NMRA) Achievement Program (AP) for the Mid-Eastern Region by performing the duties described in Section J.3.2 of the NMRA Executive Handbook, "National Model Railroad Association Achievement Program Operating Procedures". The Achievement Program Manager is responsible for becoming familiar with and following the duties as described above and assisting the Divisional AP Chairman in each of the active Divisions in the Region. The AP Manager receives and reviews for content and completeness all regional AP applications, and if approved, forwards those applications to the National AP Chairman for processing. The AP Manager presides over the distribution of the AP Merit Award certificates to the award recipients through the Divisional AP Chairmen, or by mail, or at the Regional convention awards ceremony when possible.

Divisional AP Chairmen are nominated by Divisional Superintendents with the advice and approval of the Regional AP Manager.

The AP Manager should be responsible for developing a regional publicity program for encouraging wider membership participation in the Achievement Program and diligently publicize the AP in **The Local** and at regional, divisional, club, and small individual gatherings.

The AP Manager should keep a record of all finances incurred with the promotion and administration of the regional Achievement Program.

The program should be administered with a positive attitude towards "How can we help you qualify for an award?" A positive emphasis should be stated by fostering a "Thank you for spending your time volunteering, authoring, being an Officer, etc., here is a token of our esteem".

#### Specific responsibilities:

1. Keeps the regional President informed of the AP activities at all times.
2. Prepares reports for the Board of Directors meetings as requested.
3. Prepares an annual operating budget request to cover all anticipated expenses.



## **Archivist**

Appointed by: President  
Approved by: Board of Directors  
Reports to: Director Assigned to Oversee the Archivist

### **Position Summary**

Responsible for maintaining the historical written records and historical materials belonging to the Mid-Eastern Region (MER) in a safe and orderly manner.

#### Specific responsibilities:

1. Maintains a catalog of all archival materials so they can be found readily.
2. Actively solicits prototype and model plans for inclusion in the archives.
3. Promptly copies and mails plans and articles from the archives to MER members who so request.
4. At regular intervals, writes a short column for **The Local** (such as: In the Region 30 Years Ago).
5. Prepares an annual budget request to cover anticipated expenses for the coming year.

## **Audit Committee Chairman**

Appointed by: Board of Directors  
Approved by: Board of Directors  
Reports to: Board of Directors

## **Position Description**

The Chairman of the Audit Committee shall supervise and conduct an audit of all of the financial records of the Region on the schedule provided in the bylaws. Such audit shall be performed using the generally accepted practices used for conducting audits. Except as otherwise provided in the bylaws, the audit shall be conducted after the end of the Region's fiscal year for which the audit is required by the bylaws.

All Region officers, employees, and members conducting Region business shall comply with the requests of any Audit Committee member.

The Audit Committee report shall be provided to each member of the Board of Directors and the business manager within 10 days of its conclusion. Further dissemination may be withheld by the Board of Directors while any post-audit investigation and subsequent action emanating from such investigation is pending.

## **Budget Committee Chairman**

Appointed by: (Not applicable – Treasurer serves as Committee Chairman)

Reports to: Board of Directors

### **Position Summary**

Responsible for developing an annual operating budget for the Mid-Eastern Region in an orderly and professional manner, and for presenting and justifying it to the MER Board of Directors.

Specific responsibilities:

1. Receives budget input from all individuals responsible for regular operations and special projects. (The Treasurer sends out the requests for budget input.)
2. With the Budget Committee's assistance, compiles a budget for the following fiscal year for presentation to the Board of Directors at the annual budget meeting.
3. Keeps the Board of Directors informed of progress and any problems concerning the budget process and the Budget Committee activity.
4. Notifies the President when the budget is ready for presentation, and mails (e-mails) a copy to each member of the Board of Directors 10-14 days before the annual budget meeting.
5. Compiles, at least, an Annual Report for the Board of Directors and the membership.

## **Outreach Coordinator**

Appointed by: President  
Approved by: Board of Directors  
Reports to: Board Member Designated by the President

### **Position Summary**

The following is the job description of the Outreach Coordinator of the Mid-Eastern Region (MER) of the National Model Railroad Association (NMRA). The following is the job description of the Outreach Coordinator of the Mid-Eastern Region (MER) of the National Model Railroad Association (NMRA).

1. The NMRA AT-RISK PERSONS POLICY dated March 7, 2020 and the March 31, 2020 letter from Pete Magoun, MMR, President and Robert J. Amsler, Jr., General Counsel, providing guidance on said At-Risk Persons Policy shall hereby be made a part of the job description. Any subsequent additions, revisions, or deletions to the At-Risk Persons Policy shall be a part of the job description.
2. If necessary, the Outreach Coordinator will inform MER members of the At-Risk Persons Policy. A copy of the At-Risk Persons Policy will be provided to MER members upon request.
3. If necessary, the Outreach Coordinator will inform leaders and staff of any non-profit organizations interested in support from MER of the At-Risk Persons Policy.
4. The Outreach Coordinator will maintain an inventory and distribute car kits to non-profits. The Outreach Coordinator will acquire car kits as needed with funds provided by MER. Information on donation of kits will be provided to the Treasurer of the MER in order to provide individuals or organizations a receipt for tax purposes.
5. It is permissible for a non-profit organization to ask for a “donation” of car kits for education purposes, as long as the non-profit organization does not reveal the source of the “donation”, and that it is clear that the NMRA does not endorse or support the non-profit organization. (In a sense, the “donation” is anonymous.) The Outreach Coordinator shall inform the non-profit organization that at no time will the NMRA or MER name, logo, or any other identification be associated with the car kits or to mention the NMRA or MER at any time. No materials can ever be provided to a non-profit organization with any reference to the NMRA, MER, or any of its Divisions.
6. A NMRA member can ask for information of knowledgeable persons or materials (e.g., at a Division meeting), but must make it clear he or she is representing the non-profit organization or themselves and not the NMRA, the MER, or one of its Divisions.
7. It should be known that the MER and its Divisions do not exclusively support any particular non-profit organization. Any non-profit organization can ask for information for knowledgeable persons or materials that can educate on the subject of railroading, including the modeling thereof. This policy does not prohibit an NMRA member from donating their time, money or resources to a non-profit organization for railroading education. Persons

donating time, money, or resources can never state they are representing the NMRA, MER, or one of its Divisions when providing these donations.

8. If requested by a non-profit organization, the Outreach Coordinator will recommend individuals who may be able to identify those persons who can assist in presenting model railroading information. Identification of individuals will be in compliance with the At-Risk Persons Policy.
9. If requested, the Outreach Coordinator may identify and provide other resources or materials beneficial for the promotion the model railroading hobby. At no time shall the MER or NMRA name or logo be associated with the promotion or implementation of any non-profit program.
10. The Outreach Coordinator shall provide a summary report and inventory of car kits to the Board of Directors member he reports to prior to any Board meeting, or upon request.