

**Red Wing Collectors Society, Inc (RWCS)**  
**Job Description – Commemorative Manager**  
(Current as of 2006)

The Commemorative Manager of the RWCS is a four-year elected term. The position serves as a member of the Full Board of Directors of the RWCS. The Commemorative Manager is responsible for the planning, organization, production, and distribution of the Commemorative at the Annual Convention.

**Qualifications**

- Knowledge of the RWCS and dedication to its goals and objectives.
- Thorough knowledge and commitment to the By- Laws of the RWCS
- Ability to organize and problem solve.
- Ability to see the overall “big picture”
- Ability to provide leadership to the Board, to set policy and to conduct the business of the Society.
- Willingness to work with the Board in a team environment to set policy and conduct the business of the Society.

**Responsibilities**

- Select, design, procure and distribute the official souvenir commemorative of the Red Wing Collectors Society annual convention.
- Maintain accurate financial records (expenses and receipts).
- Promptly pay any bills incurred.
- Submit commemorative annual budget and expense reports to the board.
- Store, inspect and sort commemoratives before the convention.
- Develop rules and guidelines for prepaid orders and commemorative distribution. Work closely with the Executive Director to assure prepaid orders are properly processed and to assure smooth, accurate distribution of commemoratives at the annual convention.
- Distribute commemoratives to be picked up or purchased at the convention. This responsibility includes printed reports, vouchers and lists, set-up of the distribution area at the convention, and formation of a crew of volunteers to assist with distribution.
- Pack mailed commemoratives and ship them after the convention.
- Correspond with members to resolve commemorative-related issues
- Submit articles for publication in the RWCS Newsletter to alert members of deadlines, to explain any changes in procedures and to summarize the annual commemorative project after the convention.
- Produce a report (with photos and statistics) for the Historian's files.
- Serve as member of the RWCS Board of Directors. Attendance and a verbal report is expected at board meetings (currently four per year) and the annual business meeting.
- As a member of the Board, the Commemorative Manager is expected to fulfill miscellaneous duties and tasks as assigned by the board.