

Policies and Procedures Manual

for the

**Buckeye Division,
Mid Central Region,
National Model Railroad Association, Inc.**

Revision 3 – 1 March 2026

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Purpose

The Policies and Procedures Manual provides new and existing Officers, Directors, and Committee Chairs with guidance on their duties and responsibilities. This manual should never conflict with the Division's regulations but rather supplement the directives of the regulations. Where applicable, references to the regulations will be included in [brackets] in this document.

Definitions

Division Member in Good Standing – a Premium, Basic or Life National Model Railroad Association, Inc. (NMRA) member living within the boundaries of Division 6 of the Mid Central Region (MCR) whose NMRA dues are fully paid. Paid RailPass and Family members are members in good standing, however, they do not have voting privileges.

The Buckeye Division – Official name for Division 6 of the NMRA's MCR is the Buckeye Division.

Division Meetings – Open to all members of the Division (usually monthly) Also referred to as **Program Meeting, Membership Meeting, Annual Meeting, or Special Meeting.**

Board of Directors Meetings – includes the Officers, Directors, and any members of the Steering Committee whom the Superintendent deems appropriate for the agenda items to be discussed. Also called **Business Meetings** and **Steering Committee Meetings.**

Meetings

Membership Meeting

Monthly Membership Meetings (also called Program Meetings) should be scheduled within the boundaries of the Division. With the approval of the Board of Directors, the Superintendent may have a Joint Division Meeting with another division in the Mid Central Region. Meeting times and locations will be announced in the *Super's Signal*, the division's website, and via email. While attendance records are taken and good of the order announcements made, official business is normally not conducted. A Special Division Meeting should be called for if official business is required.

Business Meeting

The Superintendent will schedule Board of Director meetings and determine the participants as appropriate to the business to be conducted. Usually, all members of the Steering Committee will participate in BOD meetings. The BOD will meet quarterly as a minimum.

Annual Membership Meeting

The purpose of the Annual Division Membership Meeting is to transact such business as may properly come before the meeting. The Annual Meeting is held at the first Division Meeting after June 1 of each year, at such time and place as determined by the Board of Directors.

[Article IX, Section 1] The meeting will provide a summary of the major business items, election results, committee reports for the year, and plans for the year ahead, as appropriate.

Special Division Meeting

The Superintendent may call a Special Meeting, at the request of at least ten members of the Division, or at the direction of the Board of Directors. The Special Meeting shall be at such time and place as directed by the Board of Directors but not more than sixty days after making the proper request. The only business to be conducted at a Special Meeting will be established in the notice of the meeting. [Article IX, Section 2]

Voting

When a vote is required during a Membership or Special Meeting, the Voting Members of the Division are those division members who fall within the classes of membership of the National Model Railroad Association, Inc., allowed to vote at National and Regional elections.

The Voting Members of the Division present in person at any Annual or Special Meeting of the Division shall constitute a quorum for any business transaction. [Article VII, Section 4]

Division Officers and Directors

Officers and Directors

The Officers and Directors of the Division are elected or appointed according to the Regulations of the Division. Officers are elected in even-numbered years for a two-year term and serve no more than two consecutive, two-year terms. Directors are elected in odd-numbered years for a two-year term and have no term limits. [Article X, Section 2 & 6] Officers and Directors must be a Division member in good standing. Incoming Officers and Directors will take office on May 31st. [Article III, Section 5]

All reports and records generated by any Officer or Director are the property of the Division. These reports and records should be available to the BOD of the Division. If an Officer or Director leaves office, the records and reports will be given to the Division Superintendent or their representative. [Article III, Section 6]

Duties of the Officers

Superintendent

The Superintendent presides over all Division Meetings.

Specific Duties:

- A. For Division Meetings (Membership, Annual, and Special):
 1. Determine and publish a meeting agenda, as appropriate.
 2. Conduct all meetings.
- B. For Mid Central Region (MCR) Meetings:
 1. Serve as a voting member of the MCR's Board of Directors (BOD).
 2. Attend the MCR BOD Meeting, usually held twice a year.
 3. Prepare a written *State of the Division Report* for presentation at the MCR BOD Meetings.

4. Appoint an Officer, Director, or a Division Member in good standing as a Proxy if unable to attend the MCR's BOD Meeting and inform the MCR Secretary of the Proxy's name.
- C. Other Duties
1. Appoint Division Committee Chairs and all Members of Standing Committees (subject to confirmation by the Board of Directors). [Article VII, Section 3]
 2. Create Special Committees, appoint Special Committee Chairs, and Committee Members as needed (subject to confirmation by the BOD). [Article VII, Section 1]
 3. May dissolve any Special Committee no longer necessary.
 4. With the approval of the Board of Directors, the Superintendent may act on all matters not covered in the Regulations, which will advance the purposes of the Division.

Assistant Superintendent

The Assistant Superintendent performs the duties of the Superintendent in the absence or disability of the Superintendent. The Assistant Superintendent typically accomplishes the duties of the Program Chair and any other duties as assigned by the Superintendent.

Clerk

The Clerk maintains records and files for all Division meetings and functions. The Board of Directors is authorized to appoint a Deputy Clerk to assist the Clerk. [Article III, Section 2]

Specific Duties:

- A. Attend all Division meetings and records and files the votes, minutes, and attendance rosters.
 1. Records any key discussion points made during the meeting.
 2. Maintains an Attendance Roster for membership, board of directors, and special meetings. The Attendance Roster for Membership Meetings includes the names of all attendees and any visitors from other divisions, regions, or guests.
 3. In the absence of the Clerk, the Superintendent may appoint a division member to keep the records.
- B. Create, distribute, and file a Clerk's Report
 1. Clerk's reports should contain the date, place, and type of meeting, key discussion points, and start and stop times (call to order and adjournment)
 - a. Tip: Include the Officers and Chairs present or absent.
 - b. Tip: Use a consistent format from month to month to aid publishing
 2. Forward the completed Clerk's report (minutes) to the Superintendent and Editor for publication in the next Super's Signal.
 - a. Best Practice: Before sending, share a draft report to all BOD and Chair participants of the meeting for corrections or revisions.
 3. Maintain copies of the Clerk's Report for all meetings.
 - a. Best practice is to use a shared storage location, such as the Division's Dropbox, so that all officers have access.

- C. Division Regulations and Manuals
 1. Certify all changes to the Regulations of the Division.
 2. Maintain an accurate and up-to-date copy of the Division Policies and Procedures Manual (PPM)
 3. Provide a copy of Division Regulations and Manuals to the Division Webmaster for publishing, as required.
- D. Awards
 1. Maintain records of all honors prescribed by the Superintendent or the Board of Directors. The records include but are not limited to the *Howard Smith Award*.
 2. Maintain records of honors prescribed to Division members by the Mid Central Region or the National Model Railroad Association.
- E. Additional duties
 1. Announce the results of the Election at the Division Annual Meeting. [Article X, Section 8]
 2. Maintain a copy of communication between members of the Board of Directors and governmental agencies (and other outside sources) as forwarded to the Clerk by a member of the Board of Directors. The Clerk provides this information to the appropriate Officer, Director, or Committee Chair.
 - a. Tip: Best practice is to use a shared storage location, such as the Division's Dropbox, so that all officers have access.
 3. Sign, countersign, or attest all official papers and perform the usual duties of a secretary.
 4. Perform other duties of a secretarial nature as the Superintendent may assign.

Paymaster

The Paymaster has custody of the Division funds and keeps complete and accurate accounts of receipts, disbursements, and accounts balances. The Board of Directors may appoint a Deputy Paymaster to assist the Paymaster; however, any such Deputy Paymaster does not have signature authority on any financial account or investment of the corporation unless bonded like any other Officer with such authority. [Article III, Section 2]. The Paymaster will not provide financial information to non-members of the Division except as required by law. A second Officer or Director, usually the Superintendent, shall be appointed as signatory on all accounts.

Specific Duties:

- A. Paymaster Records
 1. Maintain books and records of the financial transactions of the Division, including a complete and accurate account of receipts and disbursements. Records may be maintained in paper or electronic form.
 2. With the concurrence of the Board of Directors, open and close bank accounts and make necessary financial investments.
 3. Prepare a verbal statement of all the account balances for each Business and Annual Meeting.
 4. Prepare a monthly written statement of all the account balances for the Board of Directors.
 5. Provide complete financial records to the Audit Committee at their request at least twice a year.

6. The Paymaster can make payments up to \$100 without consulting the Board of Directors upon presentation of a proper and appropriate receipt or invoice.
 7. Make reports as required by law.
 8. At the end of the Paymaster term, the outgoing and incoming Paymaster shall meet to change the necessary banking information.
 9. A second Officer or Director , usually the Superintendent, shall be added to the approved signature for all Division accounts.
- B. Government Recurring Events
1. **No later than January 23 and July 23:** File and pay sales tax via the Ohio Business Gateway (gateway.ohio.gov) even if \$0 tax is due.
 2. **No later than May 15:** File an annual report to the Ohio Attorney General (ohioago.gov).
 3. **No later than May 15:** File 990-N with IRS (login.gov) even if zero tax is due. Failure to file for three (3) years results in loss of tax-exempt status.
 4. **Annually:** Check the Registrar (<https://businesssearch.ohiosos.gov>) with the Ohio Secretary of State. The Paymaster must renew the Division’s registration every five years; a fee is required.
- C. As Required
1. Ensure the Statutory Agent is up to date.
 2. Maintain the Transient Vendor's License. Renewal is not required.
 3. Provide a Form STEC-B *Blanket Sales Tax Exemption* when required by a vendor selling goods or services to the organization.

Director

Three Division members in good standing elected according to the Division Regulations serve as Directors to advise and assist in matters and concerns of the Division.

Specific Duties:

- A. At least one Director will serve as Chairman of the Audit Committee

Board of Directors

The Board of Directors advises and assists in matters and concerns of the Division. The Board of Directors consists of the four Division Officers and the three Division Directors. Each member of the Board of Directors has one vote considered for quorum purposes. The quorum for a Board of Directors meeting is four (4) Board of Directors members or their proxies. [Article III, Section 1] The Board of Directors meets at least once quarterly and at other times as required to transact Division business. Only Board of Director members or their proxies vote at Board of Director meetings. [Article IX, Section 4] Division members may attend BOD Meetings unless the Superintendent limits participation.

The Board of Directors establishes such Standing or Special Committees as it deems necessary to promote the purposes and carry on the activities of the Division [Article VII, Section 1]. All activities of Standing or Special Committees are subject to the approval of the Board of Directors

If the Division Superintendent vacates their office before the end of their elected term, The Board of Directors, by letter to the Mid Central Region President, shall request the Mid Central Region President to appoint the Assistant Superintendent for the remaining term of office. If any Division Officer or Director vacates their office before the end of their elected term, the Board of Directors, by a majority vote, may appoint a successor to the unexpired term of office. [Article X, Section 6]

Steering Committee

The Steering Committee serves in an advisory capacity to the Board of Directors to discuss ideas and develop policies for the Division and consists of the members of the Board of Directors, Chairs of all Standing and Special Committees, and any other members as appointed by the Superintendent or Board of Directors. If a formal vote is required during a Business Meeting, only the members of the Board of Directors may vote. [Article VII, Section 4]

Committees

The Board of Directors establishes Standing or Special Committees as necessary to promote the purposes and carry on the Division's activities. The Superintendent appoints the Chairs and all Members of Committees, subject to confirmation by the Board of Directors. The Chairs and all Members of Committees must be Division Members in good standing. The activities of Standing or Special Committees are subject to the approval of the Board of Directors. [Article VII, Section 3]

Standing Committees

The Standing Committees consist of, but are not limited to, Achievement Program, Elections, Media, Membership, Nomination, Program, Publications, Retention and Recruitment Committee, and Webmaster. [Article VII, Section 1]

Achievement Program Committee

The Achievement Program Chair administrates the National Model Railroad Association, Inc. Achievement Program and presents awards within the Division. The National AP Chair appoints the Regional and Division Chairs.

Specific Duties:

- A. Encourage division members to participate and understand the merit awards.
- B. Assemble a qualified team to evaluate items submitted by Division members for merit award consideration.
- C. Review and forward AP paperwork submitted by Division members to the Regional AP Chair.
- D. Responsible for administrating the Member Aid Program within the Division and the volunteers needed for their skills.
- E. Work with the Regional AP Manager to approve AP Merit Awards.
- F. Report all awardees to the Board of Directors and to the Editor of the *Super's Signal*.

Media Committee

Internal and external communication is a critical component of the Division's operations. The Media Committee's primary responsibilities are to maintain, configure, and publish to the communication platforms that the Division has adopted, and to ensure there are at least two trained backups who can access and maintain them. Secondly, the Committee should periodically identify new communication platforms or tools that the Division could utilize.

The platforms and tools the Media Committee maintains are Facebook, YouTube, Groups.io, MailChimp, and the mailing list roster on the Wix website.

Specific Duties:

- A. Establish, administer, and maintain approved media accounts.
- B. Coordinate with the Membership chair to promptly add new members to our mailing lists. Periodically remove non-current members, as policy directs.
- C. Send email announcements to membership about newsletter publication and other events.
- D. Regularly publish to Social Media accounts (via posts, shares, etc.) to raise awareness of Division activities beyond our direct membership and to the general public.
- E. Monitor, and train others to monitor, emails / comments / posts to our various tools so that queries are followed up on quickly.
- F. Inform the Division's membership about changes to and the use of the Division's communication tools.
- G. Encourage the use of our mailing lists by members to encourage interaction and community.
- H. Support digital advertisement of our events or products.
- I. Coordinate with the Division Webmaster to integrate messaging via the Division's website.
- J. Maintain "How-to" guides on these various responsibilities, and store these in a shared file storage site like Dropbox.
- K. Ensure login credentials are securely communicated to ensure access to all accounts by more than one person.

Membership Committee

The Membership Committee monitors the membership rolls of the Division and encourages new and existing members to remain active members of the NMRA.

Specific Duties:

- A. Maintain the email and snail addresses provided by the NMRA for the members residing in the Division.
- B. Provide an up-to-date Membership Roster to the Board of Directors, when requested.
- C. Contact new members, welcome them to the Division, and give them information about Division meetings, website, *Super's Signal*, and means of communications within the Division.
- D. Contact members who have recently renewed their membership thanking them for their continued support of the Division and the NMRA.
- E. Contact members whose membership has expired and encourages them to renew.
- F. Report membership numbers at Division Annual and Business Meetings.

- G. Oversee NMRA and Divisional membership promotions.
- H. Provide email information to the Media Committee for all new members.
- I. Provide a complete mailing list to the print contractor for physical mailings, as needed.

Nomination Committee

The Nomination Committee is responsible for providing a list of suitable candidates for all elected positions in the Division. The members of the Nomination Committee are the Nomination Chair and at least two other members of the Division from different counties, if possible. Current Division Officers and Directors cannot serve on the Nomination Committee nor sit with it during deliberations. Members of the Nominations Committee may not nominate themselves for any office. [Article X, Section 1]

The Election of Officers is in even-numbered years for a two (2) year term and are limited to two (2) consecutive terms. Any partial term of office will count as one of the two consecutive terms. [Article X, Section 2]

The Election of Directors is in odd-numbered years for a two (2) year term. Directors have no term limits. [Article X, Section 2]

No Division member may be nominated a candidate for more than one office in any Division election. [Article X, Section 3-C] No Division members may nominate a candidate to a Division elective office without their approval. [Article X, Section 3-D]

Specific Duties:

A. Initial Committee Duties

1. Solicit candidates for elections to serve a two-year term.
2. Find at least one candidate for each Officer in even numbered years.
3. Finds at least three (3) candidates for Director in odd numbered years.
4. Attempt to find more than one candidate for each Officer position.
5. Attempt to find more than three (3) candidates for Director.
6. Advise potential candidates on the roles and responsibilities of each position (the PPM is a good place to start).

B. Nominations Petitions

1. In addition to the candidates recommended by the Nomination Committee, Division Members can be nominated via Petition or during the February meeting.
 - a. A Division Member may petition the Nominations Chair, or in their absence, the Superintendent, for an office via a signed petition. The petition must be signed by five members of the Division before, or at the beginning of, the February Division Meeting. The petition member's signatures must be legible. The signatories' NMRA membership number and expiration date must appear with the signature. The petition must state which position the candidate is seeking nomination to. [Article X, Section 3-A]
 - b. A Division Member may nominate another division member for Officer or Director during the Nominations portion of the February Division Meeting. Five Division Members present at the February Meeting must approve the nomination. [Article X, Section 3-B]

- C. At the February Division Meeting, a Special Meeting should be held to formally conclude the nomination process.
 1. Prepare a report of candidates with an adequately completed nomination petition for presentation at the February meeting.
 2. Request nominations from those attending the February Division Meeting.
 3. After nominations have closed, prepare a report containing the candidate's email address and the office they are running for. Provide a copy of the report to the Clerk, the Elections Chair, and *Super's Signal* Editor.
 4. If more than one candidate is nominated for an Officer position (or more than three for Director), advise all applicable candidates to prepare a statement of qualifications and interests for publication in the March edition of the *Super's Signal* and the Election Buddy Ballot. This statement should be presented to the Election Chair. A publication deadline will be provided (normally the Thursday following the February meeting).
- D. Deliver a report of the nominations to the Mid Central Region Secretary no later than fourteen (14) days after the February Division Meeting. [Article X, Section 1]

Election Committee

The Election Committee is responsible for the administration of Division elections. Election Committee members can also serve on the Nominations Committee. [Article X, Section 8]

Specific Duties:

- A. Provide the election procedures and the candidates' biographies or statements for publication in the March issue of the *Super's Signal*.
- B. Send an election ballot by any method permitted by law to members of the Division. [Article X, Section 4-A]
- C. Receive, count, and tabulate the ballots. [Article X, Section 8]
- D. Retain ballots until ordered destroyed by the Board of Directors. [Article X, Section 8]
- E. Report the results of the election to the BOD, Mid Central Region Secretary, and all nominees before the Annual Membership Meeting. [Article X, Section 8]
- F. Ensure the Division Clerk announces the results of the Election at the Annual Membership Meeting. [Article X, Section 8]
- G. Voting
 1. It is not necessary to have a vote for an uncontested Officer or Director position if they are announced as elected by acclamation.
 2. Write-in candidate blocks are not permitted on the ballot. [State of Ohio]
 3. Election ballots will be provided to Division members using ElectionBuddy.com and/or USPS mail.

- a. Electronic Ballot
 1. Send an election ballot via ElectionBuddy.com or other electronic voting system by email. The Committee will use the email address provided by the NMRA for members resident in the Division no less than thirty (30) days before the last date for returning a ballot. [Article VII, Section 2-B]
 - a. The Excel file of the email addresses imported into ElectionBuddy should have the member's first name in the first column and the member's email address in the second column.
 - b. The ElectionBuddy.com account is set up as follows:
 Username: BuckeyeDivElections@gmail.com
 Password: XXXXXXXX
 2. Electronic Ballots are sent the Monday following the publication of the March issue of the *Super's Signal*.
 3. The deadline for electronic voting should not be less than thirty (30) days after sending the election information and voting link.
 - b. U.S. Mail Ballot
 1. The Election Committee will send an Election Ballot by U.S. Mail to those Division Members with no email address. The ballots for those members will be marked to prevent "ballot box stuffing."
 2. The Election Committee will use the U.S. Mail addresses provided by the NMRA for the members resident in the Division no less than thirty (30) days before the last date for returning a ballot. [Article VII, Section 2-B]
 3. The deadline for postmarked U.S. Mail ballots should not be less than thirty (30) days after the date of sending the ballots.
 4. U.S. Mail ballots are not counted if received more than ten (10) days past the postmark.
- H. Report the election results to the Clerk as required in the Regulations (see E. above).

Program Committee

The Program Chair prepares a yearly schedule, including location and dates, and reserves the meeting location for all Division Program, Business, Special and Annual meetings. The Assistant Superintendent normally serves as the Program Chair.

Specific Duties:

- A. Provide a yearly meeting schedule to the Superintendent, Webmaster, and *Super's Signal* Editor for publication in January.
- B. Provide updates to the schedule throughout the year to those listed in A.
- C. Reserve the meeting location for all Division meetings and events.
- D. Contact and confirm personnel for clinics, discussions, and open house layouts.
- E. Coordinate activities and audiovisual support for Division meetings.

Publications Committee

The Division publishes an official bulletin called the *Super's Signal* for official notices, news, and items of interest to the members. The Publications Committee is responsible for publishing the *Super's Signal* in a format and size specified by the Board of Directors in consultation with the Editor. At least four issues of the *Super's Signal* will be published per calendar year. [Article VII, Section 2] The Publications Chair may be the Editor of the *Super's Signal*.

Specific Duties:

- A. Establish submission deadlines for each edition of the *Super's Signal*.
- B. Solicit articles, photos, and reports for each edition of the *Super's Signal*.
- C. Advise the Clerk and Webmaster when a new edition of the *Super's Signal* is available.
- D. Produce an Annual Issue of the *Super's Signal* which includes a timetable of Division meetings, locations and discussion topics for the forthcoming year. [Article VII, Section 2]

Retention and Recruitment Committee

The Retention and Recruitment Committee provides recommendations to the Board of Directors of programs, policies and activities which increase retention and recruitment in the Division and NMRA.

Specific Duties:

- A. Meet periodically to discuss initiatives and programs which recruit new members and/or retain current members.
- B. Conduct surveys and other research on retention and recruiting topics.
- C. Make recommendations to the Board of Directors, as appropriate.
- D. Monitor NMRA and Regional programs affecting recruiting and retention.
- E. Reserve table space at Train Shows and other events for a recruiting booth.
- F. Maintain recruiting booth equipment and supplies.
- G. Develop annual plans for community outreach and education on the hobby.

Webmaster

The Webmaster develops and maintains a website following the policies specified by the Division Board of Directors. This website should include information and documents useful to the members of the Division and promote the Division, MCR, and NMRA to non-members. An Assistant Webmaster should be appointed with access to the Division's website to assist the Webmaster.

Specific Duties:

- A. Keep the Division website up to date.
- B. Post the most recent *Super's Signal* and maintain two (2) years of back issues.
- C. Advise the Media Chair when the current Super's Signal or other key elements of the website have been updated.
- D. Obtain Meeting and Timetable information from the Program Chair
- E. Update all applicable email links when Officers, Directors, and Committee Chairs change.
- F. Ensure website domain and host provider accounts remain current.

Contest Committee

Monthly contests have been replaced with a Bring n Brag format. The annual schedule of Bring n Brag topics is normally prepared by the Program Committee.

Special Committees

The Board of Directors shall establish such Special Committees as deemed necessary to promote the purposes and carry on the activities of the Division. [Article VII, Section 1]

Audit Committee

The Audit Committee consists of the Audit Chair and two Division Members in good standing, excluding the Paymaster. A Director will serve as the Audit Chair. All appointments are subject to confirmation by the Board of Directors. The Audit Committee should meet with the Paymaster at least twice a year. One meeting should be in either April or May before the turnover of Paymasters. The incoming Paymaster should participate in that audit.

Specific Duties:

- A. The Paymaster should provide any bank statements, receipts, and other financial records to the meeting with the Audit Committee.
- B. Review all the documents with the Paymaster to ensure funds are properly accounted for.
- C. Prepare an Audit Report stating the findings.
- D. Provide the Audit Report to the Board of Directors and the Editor of the *Super's Signal*.
- E. Present the Audit Report at the next applicable Membership Meeting.

Company Store Committee

The Company Store Committee manages all merchandise sold by the Division. All appointments are subject to confirmation by the Board of Directors.

Specific Duties:

- A. Research future merchandise opportunities for the Division (cars, buildings, clothing). Provide cost, recommended pricing, availability and volume information to the Board of Directors.
- B. For approved projects, place the order and arrange payment and delivery of the items
- C. Maintain security and accounting of merchandise and report sales as requested by the Board of Directors.
- D. Ensure merchandise and a sales agent is available at all appropriate Division meetings or events.
- E. Advertise merchandise both internally and externally to the Division (as appropriate)
- F. Maintain accurate records of sales to include date, location and sales tax collected. Turn over funds to the Paymaster in a prompt manner.
- G. Provide sales and sale tax records to the Paymaster twice a year, or as requested.
- H. Prepare and ship merchandise to online buyers. Confirm shipment arrived safely. Submit shipping receipt for reimbursement to Paymaster.
- I. Maintain a balance of \$50 as petty cash to make change.

Raffle Committee

The Raffle Chair manages and conducts “chance raffles” by the Division. All appointments are subject to confirmation by the Board of Directors.

There are typically two types of raffles: Regular and Special

Regular Raffle

- A. The Raffle Chair will select four items to be raffled. The desired mix of items is one N-scale item, two HO-scale items and one “non” scale item, such as a tool or book.
- B. The items shall be displayed, along with the containers for tickets.
- C. Ticket price is six for \$5. Purchasers shall retain one side of the two-part tickets and deposit the other side in the container for the items they are interested in.
- D. Tickets are pulled to determine the winner of each item.

Special Raffle

- A. The item selected for a special raffle should be of greater value than regular raffle items.
- B. The Raffle Chair will determine the number of tickets to be sold. Ticket price is \$1. Purchasers will put name, and any other contact information, on the tickets.
- C. Once the minimum number of tickets have been sold, the winning ticket will be drawn. The winner need not be present to win.

Specific Duties:

- A. Procure prizes for the raffle by donation, purchase or other means.
- B. Maintain an adequate inventory of raffle items.
- C. Maintain a balance of \$100 as a bank to use as change.

- D. Direct the administration of the appropriate raffle at all applicable Division functions.
- E. After each meeting, prepare a report for the Division Paymaster.
- F. Submit raffle proceeds to the Division Paymaster.
- G. Report to the Board of Directors if requested.

Train Show Committee

The Train Show Committee manages all aspects of a train show sponsored by the Division.

Specific Duties:

- A. Reserve location and date for the show.
- B. Promote the event via flyers, articles, and social media.
- C. Solicit Vendors.
- D. Update the BOD, as necessary.
- E. Obtain food truck and portable layouts, when available.
- F. Recruit volunteers to assist in the execution of the show.
- G. Obtain seed money from the Paymaster
- H. Maintain accurate records of all receipts and payments and submit to the Paymaster

PPM Committee

The PPM Committee reviews and revises the Policies and Procedures Manual as directed by the Board of Directors. Each Standing and Special Committee chair is responsible for providing updates to the Committee. The Board of Directors will vote to approve all revisions to the PPM.

Projects Committee

A Project Committee is established to manage a specific program or project within the Division not covered by another Committee. Specific duties and responsibilities will be developed based on the nature of the project.

Convention Committee

The Superintendent appoints the Convention Chair and all members of the Convention Committee, subject to confirmation by the Board of Directors. [Article VII, Section 3] The Committee is responsible for the set up and execution of all aspects of the Convention (Regional or National).

Master Timeline

The Master Timeline is provided as a summary of probable events occurring through a typical year. The timeline begins in June (after the new Officers or Directors take office).

Monthly

The Membership Chair receives the updated Div 6 Membership report from National, and takes the actions described in the Membership section of this PPM, as appropriate.

The Superintendent provides an agenda for the monthly business meetings.

The Clerk, Paymaster and other Chairs prepare reports for the business meetings (as applicable).

Publish a monthly newsletter and forward to webmaster for publication. Webmaster advises Media chair on publication of the newsletter.

Program Chair updates the Media Chair and Webmaster on monthly updates/highlights for upcoming events.

Program Chair makes future meeting space reservations and ensures current month meeting agenda, discussion and layout tours are ready.

June

The Annual Membership Meeting shall be during the Membership Meeting. Reports from most Committees, the Paymaster, and other officers should be presented as part of the year in review.

Conduct audit of the Paymaster records.

Conduct turnover briefings for new officers or directors

July

August

Promote the Train Show with local flyers in regional hobby shops and clubs

September

October

Gather volunteers to man the Train Show

November

The Election Chair announces the offices available for the next Election at the November Division Program Meeting.

Secure the location for the train show for the following year.

Produce and distribute flyers to advertise the train show. Distribute to all regional newsletter editors for inclusion in their monthly newsletters. Distribute to those going to train shows

December

The Election Chair announces the offices available for the next Election in the December *Super's Signal*.

Superintendent calls for a Special Meeting in February for the Nomination Committee's Report.

The Program Chair finalizes the meeting schedule for the year ahead and provides it to the *Super's Signal* editor for publication in the January *Super's Signal*.

Place train show ads through electronic media (websites, Division websites, magazines)

Conduct audit of the Paymaster records.

January

Annual schedule for the calendar year published in the *Super's Signal*.

February

The Nominating Committee prepares a report of candidates for presentation at the February Membership Meeting.

Special Meeting during February membership meeting for the Nomination Committee report, presentation of additional nominees, release of election details and/or affirmation of candidates (as appropriate).

Elections Candidates provide a biography or statement of no more than 500 words to the Election Chair. These are due by the Wednesday following the February Membership Meeting.

The Election Committee shall include election procedures and the candidates' biographies or statements in the March issue of the *Super's Signal*.

Membership Chair provides email and USPS info to the Elections Chair.

March

Electronic Ballots are sent the Monday following the publication of the March issue of the *Super's Signal*.

April

Possible Audit Committee meeting with the Paymaster.

May

Elections Chair issues report to Region Secretary and Division 6 Clerk

Incoming Officers and Directors take office on May 31.

Possible Audit Committee meeting with the Paymaster

Revisions

18 January 2024 – PPM presented to the Division for approval.

17 February 2024 – The Board of Directors approves the first issue of the PPM.

1 March 2026 – Document reformatted to standardize content and layout. Numerous changes were made to accommodate the change in meeting format and content. Numerous specific duties were added to most of the committees.