



PO Box 555, Ferntree Gully, Vic 3156

## **Committee Position Descriptions 2016**

### **PRESIDENT**

The position of President is one of supervision and delegation, and is responsible in name and position for overseeing all Club business and activities.

The President's responsibilities include:

- Attending and chairing Committee and Club meetings, when available to do so. Should the President be absent, this duty is delegated to the Vice President.
- Helping to arrange guest speakers and writing an article for each Club magazine.
- Arranging/attending meetings with organisations, businesses or individuals that could benefit the Club or would be of interest to the Club.
- Acknowledging and answering State Delegates' queries in all instances.
- Attending to queries and duties pertaining to Victorian Club Permit registration in the absence of (a) the Vice President, or (b) the Membership Officer (as outlined under position descriptions for Vice President and Membership Officer).

The most time-consuming duty of the President is the fielding of, and replying to, the many incoming telephone and email enquiries which the BCOAA receives each month.

The position of President is a time-consuming yet rewarding position.

### **VICE PRESIDENT**

This role works in close co-operation with the President.

The Vice President should:

- Keep up-to-date with Club activities and be as informed as the President regarding all matters associated with the Club.
- In the President's absence, attend and chair Committee and Club meetings.
- In the absence of any other committee member, be able to assume that committee position, and deal with the duties of that position.
- Have input into activities that the Club attends or runs, and shares in these achievements.
- Submit a report for each Club magazine.

The Vice President, along with the Membership Officer, is also responsible for fielding enquiries regarding Club Permit registration in Victoria, signing off on VicRoads paperwork (applications for, or renewals of, club permit registration), and issuance of a letter to the applicant confirming the applicant's status as a financial member of a participating car club. He/she is also responsible for ensuring that the club holds 6 (six) photographs of each car registered under the Victorian Club Permit Scheme, as required by VicRoads. These photographs comprise: driver's side of car, passenger side of car, front of car, rear of car, view of engine bay and view from driver's position.



The Vice President DOES NOT issue any statement regarding a particular vehicle's safety or roadworthiness.

Should the Vice President not wish to fulfil this obligation, it will default to being part of the President's duties until otherwise allocated. The Membership Officer should, however, remain the second point of contact for Club Permit Registration in this instance.

### **TREASURER**

As per the Associations Incorporation Reform Act 2012:

(1) The Treasurer must:

- Receive all monies paid to or received by the Association and issue receipts for those monies in the name of the Association; and
- Ensure that all monies received are paid into the account of the Association with 5 working days after receipt; and
- Make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
- Ensure cheques are signed by at least 2 committee members.

(2) The Treasurer must:

- Ensure that the financial records of the Association are kept in accordance with the Act; and
- Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.

(3) The Treasurer must ensure that at least one other Committee member has access to the accounts and financial records of the Association.

The Treasurer must also:

- If applicable, lodge Club financials with Consumer Affairs annually, and GST related statements to the Taxation Office when and if required.
- Present an accurate financial report to the members and Committee at Club meetings.

### **SECRETARY**

As per the Associations Incorporation Reform Act 2012:

(1) The Secretary must perform any duty or function required under the Act to be performed by the Secretary of an incorporated association.

Example: Under the Act, the Secretary of an Incorporated Association is responsible for lodging documents of the association with the Registrar.

(2) The Secretary must:

- Maintain the register of members in accordance with rule 18; and
- Keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70 (3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
- Subject to the Act and these Rules, provide members with access to the minutes of general meetings and other books and documents; and
- Perform any other duty or function imposed on the Secretary by these Rules.



- (3) The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

The Secretary should also:

- Attend all club meetings and any committee meetings.
- Take minutes of these meetings and transcribe them to create three copies – one copy for Club records and two copies for presentation to members at regular meetings and for publication in the Club magazine.
- Record all incoming and outgoing correspondence.
- Answer incoming mail or email that requires a reply, or forward such to the relevant committee member.
- Clear the Club's post box (if applicable) or ensure that mail is onforwarded to them. This duty may be delegated to another member of Committee should it be inconvenient for the Secretary to fulfil it (i.e. if the Secretary lives at some distance from where the post box is located).
- Compile, edit and see to the email distribution of the monthly club newsletter, the Brock Bulletin, at the end/beginning of each calendar month. Post a copy of the Brock Bulletin to any member who has not provided the club with an email address.

### **MEMBERSHIP OFFICER**

This is a role for someone who enjoys dealing with people and who has an organised work ethic.

Duties include:

- Maintaining an up-to-date register of all Club members together with a current mailing list,
- Ensuring that an accurate record is kept of current financial members and issuing of renewal notices and reminders when required,
- Promoting the Club at events to attract new members and handle all prospective new membership enquiries.
- Arranging design of Club membership cards and taking responsibility for ordering and distribution of membership cards to financial members.
- Issuance of "welcome packs" to new members containing new membership card, receipt for membership and joining fees, Club rear window sticker (including fitment instructions), apparel order form and an issue of the current Club magazine.
- Acting as point of contact for Club members seeking contact details for other Club members.
- Attending all Club and Committee meetings.

The Membership Officer, along with the Vice President, is also responsible for fielding enquiries regarding Club Permit Registration in Victoria, signing off on VicRoads paperwork (applications for, or renewals of, club permit registration), and issuance of a letter to the applicant confirming the applicant's status as a financial member of a participating car club. He/she is also responsible for ensuring that the club holds 6 (six) photographs of each car registered under the Victorian Club Permit Scheme, as required by VicRoads. These



photographs comprise: driver's side of car, passenger's side of car, front of car, rear of car, view of engine bay and view from driver's position.

The Membership Officer DOES NOT issue any statement regarding a particular vehicle's safety or roadworthiness.

Should the Membership Officer not wish to fulfil this obligation, it will default to being part of the President's duties until otherwise allocated. The Vice President should, however, remain the second point of contact for Club Permit Registration in this instance.

### **MAGAZINE EDITOR**

This is a role ideally suited to someone who enjoys being creative. The layout, production and style of the Magazine is something that will be determined by the Committee, however an A4 format with printed front and back cover is envisaged. It is also envisaged that a minimum of five magazines shall be issued per calendar year.

The main duty of the Magazine Editor is to compile, edit, and arrange printing and mail out, of the Club magazine. This will involve:

- Procurement of articles and photographs from members, and reports from all Committee members.
- Negotiation of advertising space with prospective advertisers.
- Coordination of special or urgent mail-outs from time to time as required.

### **EVENTS CO-ORDINATOR**

A very important role within the club; it is suited to a motivated and enthusiastic person with an ability to plan and organise.

Responsibilities include:

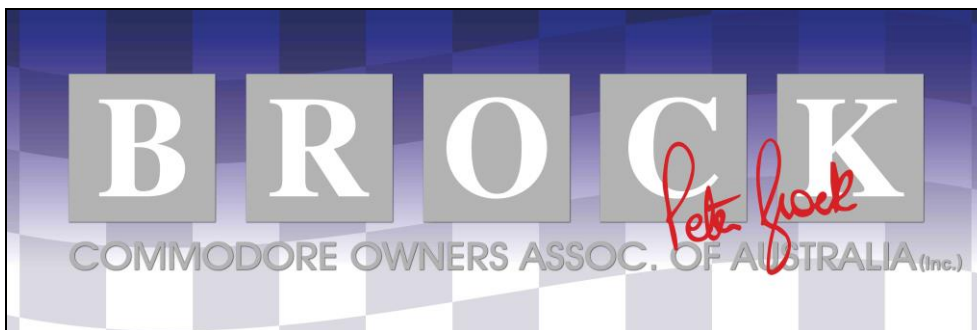
- Organising events such as drive days, Peter Brock memorial luncheon/get-together in September each year, BBQ's and social get-togethers, and co-ordination of shows or displays to which the Club has been invited,
- Ensuring that a calendar of events suitable for, and appealing to, all members is put in place,
- In conjunction with the Committee, arranging for guest speakers to be present at Club meetings, and organising of any trade nights.
- Liaising with the Webmaster/Magazine Editor/Secretary to ensure communication to members of upcoming events, and reporting of the events calendar in the Club Magazine.
- Attendance at Club meetings and Committee meetings.

The Committee will be expected to assist in any way it can to help facilitate this role.

### **APPAREL/MERCHANDISE MANAGER**

The Apparel/Merchandise Manager is responsible for:

- Sourcing, organising and maintaining the range of apparel that the Club offers for sale to its members at a profit.
- Maintaining an accurate inventory of current stock and a ledger of sales, which is to be submitted to the Treasurer each quarter?



- Displaying the apparel range to Club members at Club meetings. Arranging for re-orders and special orders (i.e. Club jackets, numbered shirts).
- Policing the use of, and accuracy/correctness of, the Club logo is a prime responsibility.
- Submitting regular Magazine articles, price lists and order sheets.
- Arranging product updates as required.

### **WEBMASTER**

The Webmaster is responsible for maintaining the existing Club website, which includes overall design and content of the Club website in consultation with the Committee. You don't have to be an IT genius to take on this role however sound computer skills are essential, and some experience with web software would be a definite plus. This is a role that can be undertaken from outside of the Committee home base/state (Victoria).

Duties include:

- Frequently revising and updating the web pages within the site, keeping the content up-to-date and accurate,
- Generating new web pages and content within the site,
- Ensuring that the site and all links to Club events/information, the Committee, supporters, advertisers and affiliated organisations are operating correctly,
- Liaising with the web host ensuring that all server information is accurate and ensuring that bulk email lists are up-to-date and operational,
- Frequently moderating and generating bulk email-outs to members and monitoring website traffic,
- Liaising frequently with the Committee to ensure information on the Club website is up-to-date.

### **STATE DELEGATE**

As an out-posted position, the State Delegate takes on broad responsibility for the functioning and promotion of the Club within their home state. The Club currently has active chapters with State Delegates in New South Wales, Tasmania and Queensland.

The State Delegate is responsible for:

- Organising activities within their home state such as Club meetings, social runs and attendance at displays/shows to which the Club has been invited,
- Promoting the Club at events to attract new members,
- Communicating with local members to ensure that they are aware of upcoming events,
- Providing a report for each magazine, giving an overview of past and upcoming events. Also ensuring that magazine articles and photographs of major events are provided to the Magazine Editor.
- Liaise with the Victorian Committee to ensure that they (Victorian Committee) are aware of what is happening within that state. Any events held must be publicised at least one month prior to occurrence to ensure that the event is covered by the BCOAA Inc.'s public liability insurance.
- Representing the views and interests of state members to the Committee.



- Overseeing club/historic registration applications and requirements for the state in question and maintaining records in accordance with that state's requirements for such.
- Remaining in direct communication with the President in the first instance, regarding any and all club-related activities and queries.

**Well, that's the overview of each committee position. Despite the length of the job descriptions the positions aren't as daunting as they seem, because you have the support of the other committee members.**

**All members should feel that they have equal say in the direction of the Club; however as a committee member you can have a real impact and effect on what will be a great future for our Club.**

**It's well worth the effort!!**