

2010 COMMITTEE

Nominations are invited for the 2010 committee. All positions are vacant and help is available if required.

Nominations will be called at the November meeting but are open up to the start of the Annual General Meeting. The AGM will be held as part of the end of year presentation BBQ at 22 Duffys Road Narre Warren East which starts at 12 midday on Sunday 22 November.

The club presentations will be a casual family BBQ beside the Cardinia Reservoir. The club will be providing a choice of meat on a spit and salads, BYO drinks. To help with quantities a call or SMS to Brett on 0418 313 656 leaving your name and an indication of how many attending would be helpful but not essential.

Following are the position descriptions for the committee positions, if you are interested let a committee member know.

TITLE: PRESIDENT

1. The president holds a position on the V.O.R.R.A. committee and is required to attend both meetings each month and chair the meetings.
2. Ensure all matters are tabled correctly and adequate discussion is made on all issues.
3. Liaise with all Committee members and ensure all matters are dealt with in a timely and professional manner.
4. Liaise with the Vice President and all other Committee Members on a regular basis.
5. Liaise with other clubs both Victorian and National.
6. Attend other meetings as directed by CAMS and as required.
7. Prepare a monthly report for the V.O.R.R.A. newsletter.

TITLE: VICE PRESIDENT

1. The Vice President holds a position on the V.O.R.R.A. committee and is required to attend both meetings each month and chair the meetings when the president is absent.
2. Assist the president as required.
3. To attend CAMS State Council meetings to represent V.O.R.R.A. and pass on any reports or questions from the club members.
4. To assist at Club events
5. To be odd job person.

TITLE: SECRETARY

General:

The secretary holds a position on the V.O.R.R.A. Committee and is required to attend both meetings each month and take the minutes and report on inward and outward correspondence. Open the mail and take appropriate action on the correspondence.

Main Duties & Responsibilities:

1. Collect the mail from the club Post Office box.
2. Open and record all incoming mail and take appropriate action or notify the appropriate member of the committee of the correspondence.
3. Attend the V.O.R.R.A. General Meeting and Committee Meeting each month and record the minutes in the proforma form (designed so all you have to do is complete the blanks).
4. Give a report at each meeting of the inward and outward correspondence.
5. Give copy of minutes to the Printer and Editor for him/her to include in the next issue of the Club Newsletter.
6. Prepare letters as required on behalf of the club.
7. You are supplied with a brief case.

TITLE: TREASURER

General:

The Treasurer holds a position on the V.O.R.R.A. Committee and is required to attend both meetings each month and report on the income and expenditure for the month. Maintain accurate and auditable accounts. Receive and pay invoices. Collect money and deposit into accounts. Present account records to club accountant for annual audit.

Main Duties & Responsibilities:

1. Collect money from Membership Secretary and others. Deposit money into either general account or special account.
2. Maintain credit balance in cheque accounts.
3. Collect all invoices and make payment. Each cheque requires an invoice to the same amount. Invoices are to be paid promptly.
4. Prepare reports and attend the V.O.R.R.A. General Meeting and Committee Meeting each month and give a written or verbal Treasurer report, this must reflect the actual account records.
5. Maintain account registers. Both general and special event accounts have separate registers. Each month has at least one open page, with credits on one side and debits on the opposite page. A balance to the bank statements must occur each month end.
6. At the end of the financial year a report is required and this is prepared with assistance from the Accountant.
7. Present year end accounts. Take all records to Club Accountant and prepare for auditing. Assist accountant to verify all details.
8. You are supplied with a brief case and all banking books.

TITLE: COMPETITION SECRETARY

General:

The Competition Secretary holds a position on the V.O.R.R.A. Committee and is required to attend both meetings each month and report on past club day and upcoming club days or any other competitions. Organize club competition days for the year, apply for permits, layout track and organize working bees for events. Maintain points table for club championship and issue trophies for club days.

Main Duties & Responsibilities:

1. Organize club competition days for the year.
2. Apply to CAMS for Competition Permit as required for each competition.
3. Liaise with other clubs on combined race days and to establish dates for the year.
4. Calculate Club Championship points after each round and give updated table to Printer/Editor to publish in next issue of the Newsletter.
5. Organize and issue trophies after club competition.
6. Attend the V.O.R.R.A. General Meetings and Committee Meetings each month and report on either competition completed or upcoming events and give out trophies were applicable.
7. You are supplied with brief case, stop watches, radios and a bull horn. There is a club van which has all the necessary items to mark out tracks.

TITLE: PUBLIC RELATIONS OFFICER

Main Duties & Responsibilities:

1. Arrange for guest speakers to attend General Meetings to talk on subjects of interest.
2. Purchase for re-sale to club members equipment required, eg: First Aid Kits, Fire Extinguishers, etc.
3. Arrange club promotion activities, like static and mobile displays at locations available.
4. Help on various activities where help is required, Club Days, State Rounds, etc.

TITLE: SOCIAL SECRETARY

Main Duties & Responsibilities:

1. Organize social events throughout the year for members, friends and families, eg: restaurants, go-karting, bowling, family outings etc.
2. Organize raffle prizes and raffles for each general club meeting.
3. Cater for club race days – organize food and drink (the club owns a BBQ and gas bottle, which are stored in timing caravan).
4. Cater for any special events such as Day/Night event or Christmas break up.
5. Organize club Presentation Night in November/December each year for club members, friends and families.

TITLE: NEWSLETTER PRINTER & EDITOR

Main Duties & Responsibilities:

1. Arrange and receive all ads for the Newsletter and arrange people to write stories on different events and activities throughout the year.
2. Attend the V.O.R.R.A. General Meeting and Committee Meeting each month and report on the progress of the newsletter and organize for people to do stories for you or give you ads and any other information.
3. Liaise with the Public Relations Officer, Competition Secretary and Social Secretary regarding notices for upcoming events, speakers, club days etc, to enable you to prepare an information sheet in the next Newsletter. The President has to give you his/her report each month for inclusion in the Newsletter, the Secretary to provide the minutes from the previous meetings and Membership Secretary to advise you of new members that have joined, as a notice is in the newsletter.
4. Membership Secretary to give you mailing labels for newsletter postage.
5. Layout newsletter, print and collate. Bind each newsletter by stapling and label ready for mailing. Take to Post Office.
6. You are supplied with a printer, stationery and a brief case.