



Committee position descriptions

PRESIDENT

- Chair the monthly club meeting.
- Ensure all matters are tabled correctly and adequate discussion is made on all issues.
- Liaise with all Committee members and ensure all matters are dealt with in a timely and professional manner.
- Liaise with the Vice President and all other Committee Members on a regular basis.
- Liaise with other clubs both Victorian and nationally as required.
- To attend Motorsport Australia or AORRA meetings to represent VORRA and pass on any reports or questions from the club members.
- Liaise with the Social Secretary to ensure relevant content is loaded in a timely manner.

VICE PRESIDENT

- Chair the monthly club meeting when the President is absent.
- Assist the President as required.
- To assist at club events.

CLUB SECRETARY

- Attend the monthly club meeting and record the minutes, report on inward and outward correspondence.
- Monitor email account for incoming and outgoing correspondence and take appropriate action or notify the appropriate member of the committee of the correspondence.
- Prepare any correspondence on behalf of the club.

TREASURER

- Attend the monthly club meeting and present a Treasurer's report on the income and expenditure for the month, reflecting the actual account records.
- Maintain accurate accounts and balance to the bank statement must occur each month end.
- Receive and pay invoices. Each payment requires two approvals for EFT transaction.
- At the end of financial year, a full financial report is required and send to regulatory authorities.



MEMBERSHIP SECRETARY

- Attend the monthly club meeting and report on current membership status.
- Manage the membership electronic database and issuing of membership cards.

CLUB CHAMPIONSHIP SECRETARY

- Attend the monthly club meeting and report on the past club event or upcoming event or any other relevant information on other events.
- Organise VORRA club championship competition days.
- Liaise with other clubs on combined race days and to establish dates for the year.
- Calculate VORRA Club Championship points after each round and give updated table to Social Secretary to publish.
- Organise and issue trophies as required/appropriate.

SOCIAL SECRETARY

- Attend the monthly club meeting and report on social activity and plans for coming months.
- Manage social channels – Facebook, Instagram, and website.
- Promote the club, competition events, club championship and social events.
- Organise social events throughout the year for members, friends, and families, eg: go-karting, end of year BBQ and presentation.
- Organise factory visits, guest visits, discounts for club members on equipment (eg: fire extinguishers, first-aid kits, etc.)
- Arrange club promotion activities, like static displays, Try and Ride days (eg: F1GP static display, Wandin 4X4 Try & Ride day).

PERMITS SCHEME OFFICER

- Liaise with members who require Vic Roads Club Permit for their vehicles.

PUBLIC OFFICER

- Lodge our annual statement online via the Consumer Affairs portal