

## COMMITTEE ROLES

### 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.
- Attend other meetings as requested by governing bodies or as required.

### VICE PRESIDENT

- Chair the monthly club meeting when the president is absent.
- Assist the President as required.
- To attend MSA/AORRA State Council meetings to represent VORRA and pass on any reports or questions from the club members.

### SECRETARY

- Attend the monthly club meeting and record the minutes (in the template), 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 and auditable accounts. A balance to the bank statement must occur each month end.
- Receive and pay invoices. Each payment requires an invoice to the same amount. Invoices are to be paid promptly – two approvals for each EFT transaction.
- Collect money from events and deposit into VORRA bank account.
- At the end of financial year, a full financial report is required and send to regulatory authorities.
- Prepare the end of financial year Consumer Affairs information on VORRA template and provide to the Public Officer.

### MEMBERSHIP OFFICER

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

- Enter the membership details into the combined annual membership database.
- After the AGM each year, send emails to members advising the annual subscription fee is due and the amount owing, including a link to membership form. Those with 3 years membership, send an email advising membership is still current and the expiry date.

## COMPETITION SECRETARY

- Attend the monthly club meeting and report on the past club event or upcoming event or any other relevant information on other events.
- Assist in organising VORRA club competition days for the year.
- 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 Media Manager to publish.
- Maintain the list of Driver classes for the championship.

## SOCIAL MEDIA

- Attend the monthly club meeting and report on social media activity and plans for coming months.
- Manage social channels – Facebook, Instagram, and website.
- Promote the club, competition events, club championship, social events, and members participation and success at events.

## SOCIAL SECRETARY

- Attend the monthly club meeting and report any updates to social activities.
- Organise social events throughout the year for members, friends, and families, eg: go-karting, end of year presentation.
- Fundraiser activities, eg; Chocolate sales, etc.
- Send birthday cards to members.

## CLUB PERMIT OFFICER

- Attend the monthly club meeting and report on status of Club Permit members.
- Meet the ongoing responsibilities and obligations as per the VicRoads Agreement <https://www.vicroads.vic.gov.au/registration/limited-use-permits/club-permit-scheme>.
- Liaise with the Club Permit members to ensure they are compliant with the VicRoads requirements.

## PUBLIC OFFICER

- Attend the monthly club meeting.
- Within one month of the end of the financial year submit club information, income, and expenditure from the previous financial year – upload information received from the Treasurer to Consumer Affairs.

## PUBLIC RELATIONS OFFICER

- 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).
- Provide information on activities to the Social Media manager for promotion on the website and Facebook.