

## TCCAV Committee Position Descriptions

### President

- Chair club general and committee meetings.
- Oversee all areas of club operations.
- Negotiate club sponsors.
- Delegate duties as required to committee members.
- Generate membership growth initiatives.
- Liaise with other organizations to promote the club.

### Vice President

- Deputize for the President in his or her Absence.
- Attend all matters concerning the membership of the club, handle membership enquires, process applications and club Membership Cards.
- Keep hard copies of membership for future reference.
- Send out to the Member/s Membership Cards, Receipts, Stickers, and hard copies of the newsletter.
- Prepare a monthly list of new members for inclusion in the club magazine (article).
- Maintain a register (Data Base) of members in accordance with the rules and make it or an up to date copy of it available to the Public Officer and Editor at all times.
- Prepare a yearly membership statement for inclusion in the Annual Report.
- Supply the Permit Scheme/Club Registration Administrator with new, renewed and deleted membership.
- Provide the Editor new, renewed and deleted membership details eg Email Addresses.
- Notify members of renewal coming 2 months prior or overdue up to 3 month post of due date via Magazine and/or email

### Treasurer

This role involves managing the general financial situation of the club. This involves the following duties:

- Making payments on behalf of the club
- Logging all transactions
- Depositing cheques and cash
- Writing a short report on the current financial situation of the club to be published in the newsletter.
- Communicate with other committee members about payments for events and memberships.
- Prepare a statement for consumer affairs at the end of each financial year as to the financial dealings of the club.

## Secretary

- Prepare the agenda for each Club and Committee Meeting
- Make arrangements including venue, date, times and hospitality for club meetings
- Manage and retain club records, files, details and all correspondence.
- Compose and distribute all meeting minutes
- Deal with public enquiries
- Do general tasks that are not part of other committee position's duties
- Act as the public officer, liaising with members of the public, affiliated clubs and associations.

## Club Plate Administrator

This position is appointed by the committee and not voted on by general members due to the nature of the role.

- Manage all aspects of club rego in TCCAV
- Answer enquiries about the scheme from members and non-members
- Maintain database (excel spreadsheet)
- Process pre-approval applications
- Liaise with club plate inspector
- Keep Club Committee updated on Club Rego, and refer any issues to them
- Inform Vicroads of lapsed members
- Follow up overdue members
- In consultation with the Committee maintain and improve TCCAV's Club Rego policies and procedures, and update newsletter and website with any changes

## Major Events Co-Ordinator

- To use initiative to organise and plan major events with TCCAV.
- Events Coordinator will effectively delegate tasks for each activity within the club where required to ensure the smooth running of such an event
- Liaise with council, police, and other organisational bodies to facilitate planned events.
- To responsibly inspire members to participate in activities run by TCCAV.
- To communicate to the members of up and coming events which help promote the club or club activities.
- Will generate advertising and appropriate communications, for members and the public.

## Social

- To assist in organising and informing the club members and public about events, and in general any social outing the club may have scheduled or been invited to.
- Attend social events and outings to report back to the club and also represent the club, answer questions from the public or people looking to join.
- Taking photos or notes - also the Instagram account.
- Helping in the planning and organising of social outings and events.
- Investigate new venues for social gatherings.

## Competition Secretary

The keeper of all things competition.

- To provide members with dates of upcoming events within the competition calendar.
- To come up with ideas of new competition events that members would like to participate in.
- Advertise to the members, the results that have been achieved by competing members.
- Collect from competing members their results and compile them into club championship results
- To award the competition secretaries encouragement trophy to the member that he believes has competed above expectations.
- To advise, teach and encourage new and young members to enjoy the competitive side of their club.