# Notice of Annual General Meeting and Committee Elections

There is an exciting time coming with our new complex and the Committee will need lots of support to get everything done.

Because of COVID 19 restrictions imposed by the Victorian State Government, we were unable to hold our AGM in December 2020 as required under our Rules of Incorporation. Consumer Affairs Victoria granted a three month extension of all reporting and meeting requirements.

**The Annual General Meeting of the Pakenham Auto Club and Committee elections for 2021 will be held on Monday 15th Feb 2021.**

**Location:** Deep Creek Golf Club

**Time:** 7:30pm

Meals will be available from 6:30pm.

Below are brief descriptions of the various Committee positions and nomination forms. All nominations must be signed by both the Nominator and the Nominee.

Regards

Leon Prosser

President Pakenham Auto Club

# Committee Positions

***1: President***

* Chair General and Committee Meetings.
* Oversee the overall administration of Car Club affairs.
* Represent the Club where invited or requested.
* Encourage the continued growth of the Club.
* Encourage and assist fellow committee members in the performance of their duties.
* Write monthly reports for the newsletter.

***2: Vice President***

* Deputise in the President’s absence as Chairman of General and Committee meetings.
* Represent the Club where requested.
* Assist the President in the General Administration of the Club and to carry out special tasks where requested.

***3: Secretary***

* Maintain and record Minutes for both General and Committee meetings.
* In liaison with the President, assist with General Administration and Business of Club activities
* Collect mail from the PO Box
* Table Inwards Correspondence at General and Committee meetings and attending to Outwards Correspondence where required.
* Assist the other Office Bearers where necessary in the execution of their duties, including contact with the Motorsport Australia Office.
* Compile a monthly report for PAC Social Media channelsto keep the members informed of decisions taken by the committee.

***4: Treasurer***

* Manage the Club’s finances, including the recording of Income and Expenditure to correspond with the Club’s bank statements.
* Deposit, withdraw and transfer monies where directed by the Committee.
* Compile regular financial reports to be placed in PACSocial Media channels to keep all members informed of the financial state of the club.
* Compile an annual financial report as required by the Rules of Incorporation and present this to the members.

***5: Membership Secretary***

* Maintain up to date list of current members and notify when membership fees are due for renewal.
* Receipting money for new and renewed memberships.
* Issue new Membership Cards to renewing members.
* Issuing membership cards and rules of incorporation to new members.
* Follow up ‘un-financial’ members and members who are leaving the Club.
* Write a membership report for PAC Social Media channelseach month.

***6: Maintenance & Property Coordinator***

* Devise and administer an appropriate maintenance programme to retain the value of the club’s assets.
* Liaise with the Speed Co-ordinator and Non-Speed Co-ordinator in drafting the event calendar. Paying regard to the frequency of events, matching the grounds maintenance programme.
* Organise and oversee working bees as appropriate.
* Take responsibility for obtaining any necessary development and/or work permits from all relevant authorities.
* Write report for PAC Social Media channelseach month.

***7: Non- Speed Co-ordinator***

* Take responsibility to ensure the adequate organising of club Non- Speed Events including applying to the Motorsport Australia for event permits.
* Report to Committee and General Meetings on past and future events, both Club run and invited events.
* Liaise with other Clubs regarding invitations to their non-speed events.
* Liaise with the Speed Co-ordinator, Rally Co coordinator and Maintenance Manager to draft the club calendar.
* Take up maintenance issues pertaining to the grounds or equipment with the club Maintenance Manager to ensure the club Test area is kept at a satisfactory standard.
* Write monthly reports for PAC Social Media channels.

***8: Speed Co-ordinator***

* Take responsibility for the application to the Motorsport Australia Office for permits for Club events and supply of same to event Directors.
* Liaise with the Motorkhana and Rally Coordinators and Maintenance Co-ordinator to draft the club Calendar.
* Report to Committee and General Meetings on past and future events, both Club run and invited events.
* Liaise with other Clubs regarding invitations to their speed events.
* Liaise with the maintenance manager with regards to the requirements of track maintenance for working bees.
* Liaise with Track Inspector regards changes to track and arrange track inspections as and when necessary.
* Write monthly reports for PAC Social Media channels.

***9: Rally Co-ordinator***

* Take responsibility for organising and running of PAC rallies and ensure member involvement.
* Foster an interest in Rallying within the club and actively promote participation of club members in Rallying
* Promote PAC interest in Rallying to other clubs to ensure invitations to events for competitors, officials and spectators.
* Represent PAC in issues relevant to the sport to Motorsport Australia
* Represent PAC on VCRS Committee and on the VRO
* Report to the Committee on relevant issues as they arise.
* Write monthly reports for PAC Social Media channels.

***10: Club Car Coordinator***

* Ensure that all club cars are maintained to a safe and reliable condition
* Ensure that sufficient fuel is available to keep the necessary cars running at events.
* Inform the committee of all expenditure on club cars and obtain authorisation for such expenditure.

***11: Motorsport Australia- Club Delegates (Two)***

* Principal duty is to represent the Club at the Motorsport Australia State Council Meetings.
* Inform the General and Committee meetings of State Council meeting decisions and keep up to date State Council and Board of Management Meeting minutes, etc.

***12: Social Co-ordinator***

* Advise General and Committee Meetings of possible dates and functions; and report on the success of past functions.
* Organise personnel and duties to ensure the success of social functions.

***13: Meetings Co-ordinator***

* Communicate with venue secretary re dates that we will be using that facility for meetings and any dates we will not need the facility.
* Arrange venues for meetings away from home, about 3 or 4 for the year.
* Obtain guest speakers or other entertainment for meetings.

***14: Motorsport Australia Officials Co-ordinator.***

* Maintain register of PAC Motorsport Australia Officials in conjunction with Membership Secretary.
* Communicate with Motorsport Australia Officials’ person, re PAC Officials and Motorsport Australia Training.
* Encourage PAC Members to renew or obtain Officials’ Licences.
* Report Motorsport Australia Officials’ Training to members

***15: Junior Development Co-ordinator***

* Develop and implement the Club’s Junior Development Program.
* Work with Junior Program Facilitator to run Come and Try events

***16: Junior Programme Facilitator***

* Organise and promote ‘come and try’ events for juniors and their parents.
* Ensure juniors have adequate opportunity to understand the responsibility they owe to the club and the behaviour expected from them.

***17: Competition/ Activity Award Scorer***

* Keep a progressive score of points allocated to club members according to the level of participation in the specified events counting towards this award.
* Publish regular progress reports in PAC Social Media channels
* List the points obtained by Club members towards the Activity Award.

***18: Social Media/ Publicity Officer***

* Develop a social media and marketing strategy for PAC.
* Manage our publicity and messaging on social media and other appropriate channels.
* Produce items for PAC Social Media channels, with assistance and reports from other members.
* Occasionally list in PAC Social Media channelsboth the Activity and Competition Awards and ensure that the respective Directors provide sufficient information to carry out this task.

***19: Merchandise Officer***

* Source suitable merchandise to be made available for sale to club members
* Promote the sale of club merchandise at club events and through PAC Social Media channels.
* Manage the club’s stock of Merchandise.

# PAC Committee Nomination Form – Dec 2020

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| --- | --- |
| ***POSITION:*** | |
| *Name of Nominee:* | *Signature of Nominee:*  *(needed to be valid)*  *Date:* |
| *Name of Nominator:* | *Signature of Nominee:*  *(needed to be valid)*  Date: |
| *Name of Seconder:* | *Signature of Seconder:*  *(needed to be valid)*  Date: |
|  | |
| ***POSITION:*** | |
| *Name of Nominee:* | *Signature of Nominee:*  *(needed to be valid)*  *Date:* |
| *Name of Nominator:* | *Signature of Nominee:*  *(needed to be valid)*  Date: |
| *Name of Seconder:* | *Signature of Seconder:*  *(needed to be valid)*  Date: |
|  | |
| ***POSITION:*** | |
| *Name of Nominee:* | *Signature of Nominee:*  *(needed to be valid)*  *Date:* |
| *Name of Nominator:* | *Signature of Nominee:*  *(needed to be valid)*  Date: |
| *Name of Seconder:* | *Signature of Seconder:*  *(needed to be valid)*  Date: |