# 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 report for PAC Social Media channelseach month.

***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 – AGM 15 February 2021

|  |  |
| --- | --- |
| ***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: |