

DRAFT FOR DISCUSSION



Morris Register of Victoria

Responsibilities of Committee Positions

Version 1 20 June 2015

This document sets out the responsibilities of the main committee positions of the Morris Register of Victoria. Positions shown as 'Required position' are required under the Associations Incorporation Reform Act 2012. The committee may vary the responsibilities of positions designated 'Ordinary member' by agreement with the position holder.

While the holders of committee positions have the following responsibilities, this does not prevent them from seeking assistance and delegating tasks to others. However, the overall responsibilities of each position remain with the person elected to the position.

Refer also to Morris Register of Victoria Incorporated Rules.

President

This is a committee position required under the Rules of Incorporation.

Responsible for running the club to meet its overall objectives as set out in the Rules of Incorporation:

The purposes of the Association are:

- To encourage the restoration and preservation of Morris badged vehicles as per Clause 8.1
- To encourage the use of eligible Morris vehicles in events which involve full family participation
- To keep spare parts for club vehicles in circulation
- To arrange a programme of meetings and events which promote the social aspects of the membership

These responsibilities would normally include:

- Ensuring proper governance of the club in accordance with the Act and the Club Rules of Association
- Representing the club on official dealings with external organisations
- Chairing official meetings of the club
- Playing a key role in setting the direction, goals and culture of the club
- Guiding and supporting other members of the committee with their responsibilities

Vice President

Required position

DRAFT FOR DISCUSSION

Responsible for supporting the President in his/her role. This would normally include:

- Assuming the President's responsibilities and performing the President's duties in the absence of the President
- Playing a key role in setting the direction, goals and culture of the club
- Guiding and supporting other members of the committee with their responsibilities

Secretary

Required position

Responsible for managing administration of the club. This would normally include:

- Responsible as the Public Officer for dealings with the Registrar of Incorporated Associations and other external bodies
- Ensuring proper governance of the club in accordance with the Act and the Club Rules of Association
- Record and distribute minutes of all general and annual meetings of the club
- Receive and deal with incoming and outgoing club correspondence in both physical and electronic forms

Treasurer

Required position

Responsible to maintain the club's financial accounts. This would normally include:

- Dealings with the club's bank, including cash withdrawals and deposits
- Management of investments approved by the committee
- Preparation of monthly and annual financial reports
- Collection and receipting of members' annual subscriptions and other club revenue
- Oversight of the financial management of major events or other activities of the club, and inclusion of such event accounts into the overall financial accounts of the club.

Events

Ordinary member

Responsible to ensure an attractive program of monthly club runs or events. This would normally include:

- Preparing a balanced program of runs or events typically three months in advance, and advising the committee and the newsletter editor
- Actively seeking feedback from members on the types of runs and events they favour
- Either planning and leading runs and events in detail or delegating this task for a specific run or event to another member
- Recording attendance at each run or event and writing a brief newsletter report (or delegating this to another member)

DRAFT FOR DISCUSSION

Newsletter

Ordinary member

Responsible to publish the club's monthly newsletter. This would normally include:

- Actively seeking interesting and relevant material for The Newsletter
- Working within the newsletter editorial policy approved by the committee
- Editing and formatting material into each newsletter
- Printing and postal distribution of The Newsletter
- Email distribution of The Newsletter
- Updating the club's website with the latest information on coming events
- Managing responses to requests and enquiries lodged with the club through the website

Permits

Ordinary member

Responsible to manage the club's role of validating club membership in members' applications to VicRoads for CPS permits. This would normally include signing members' VicRoads CPS applications to indicate that the member is financial.

Registrar

Ordinary member

Responsible to maintain an accurate database of club members and vehicles. This would normally include:

- Managing an electronic database of members and vehicles
- Dealing with members to ensure that the data is up-to-date
- Issuing distribution lists for posting and emailing newsletters
- Issuing mail-out list for renewal of annual subscriptions
- Providing access to a restricted version of the Register database in the Members Only section of the club's website

New Member Co-ordinator

Ordinary member

Responsible to provide an efficient and friendly entry to the club for prospective and new members. This would normally include:

- Contacting prospective new members applying to join the club and explaining the club's activities and basic rules to them
- Presenting new member applications to the committee for approval
- Ensuring where possible that new members are introduced to other members and to the social side of the club

DRAFT FOR DISCUSSION

AOMC Delegate

Ordinary member

Responsible to attend Association of Motoring Clubs (AOMC) meetings on behalf of the club. This would normally involve:

- Representing the club's views and other requested information to the AOMC
- Reporting back to the club regarding AOMC matters affecting the Morris Register.

Web Master

Ordinary member

Responsible to manage the technical aspects of club's website. This would normally include:

- Arranging engagement of a suitable service provider and site management application to host the club's website
- Management of technical aspects of the site to ensure security and convenient access for both public and club users of the site

Library

Ordinary member

Responsible to build, care for and promote use of the club's library of books, magazines and technical information. This would normally include:

- Maintaining an accurate catalogue of all items in the club's library
- Record borrowings and returns of library items
- Promoting use of the library to members
- Providing access to the library catalogue through the members' section of the club's website

Regalia

Ordinary member

Responsible to manage and promote sale of club regalia. This would normally include:

- Research into types of regalia of interest to club members
- Promotion of the sale and use of club regalia, including through the club website
- Custody of the club's stock of regalia items
- Recording regalia purchases and passing collected money to the Treasurer

Social Media

Ordinary member

Responsible to promote the club and its activities through social media, within the club's policy on social media. This would normally include:

- Ensuring that the club's Facebook site has up-to-date information about coming club events
- Ensuring that frequently refreshed information and photos about club events and people are available on the site.

DRAFT FOR DISCUSSION

- Oversee and if necessary moderate dialogue on the site to ensure that the club's reputation is enhanced.