



## COMMITTEE ROLES (adapted from constitution)

### PRESIDENT

The President acts as committee chairperson and controls the direction, through the Falcon GT Club of Canberra. The President will hold the deciding vote if a decision is divided. The President will represent the Falcon GT Club of Canberra or nominate person/s as required at Falcon GT Club of Canberra outings.

Other duties are,

#### Memberships:

- Membership inquiries and applications
- Distribute members packs
- Update data base
- Renewals

#### Sponsors:

- Renewals
- Process new sponsors inquiries and applications
- Distribute sponsors packs

#### Club Facebook Page and Merchandise.

### VICE-PRESIDENT

The Vice-President assists the President, and when necessary, takes on the President's responsibility.

### SECRETARY

The Secretary:

- Controls meetings.
- Record names of members of the Committee and members present at meetings.
- Takes meeting minutes.

**\*\* Request from the Webmaster that the minutes be recorded and sent out in the following format please:**

Year / Month / Date then name as below.

2021 01 15 Gen Meeting.doc

2021 02 12 Gen Meeting.doc

2021 03 27 Committee Meeting.doc

2021 11 06 AGM Meeting.doc

This will allow an easy update to the website and keep the forms consistent.

This would be really appreciated, Thank you.

## **TREASURER**

The Treasurer ensures that:

- All money due to the Club is collected and received and that all payments authorised by the association are made.
- Correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditures connected with the activities of the association.

## **PUBLIC OFFICER/REGISTRAR**

The Public Officer is responsible for supplying the Office of Regulatory Services with an annual financial statement and informing the Office (on the prescribed form, with the prescribed fee) if:

- there is a change of Public Officer or a change of registered address
- there is a change of name
- the association becomes a trustee
- the association is winding up.

The Registrar:

- Ensures affiliation with the Council and regulates the historic registration scheme.
- Ensures certification of financial members and age and authenticity of vehicle.
- Publish club activities which permit the use of members concession, in liaison with the club Events Manger and Webmaster.
- Issue members sufficient copies of the 'Guidelines'.

## **EVENTS MANAGER**

The Events Manager organises club runs, events, and social gatherings.

## **WEBMASTER**

The Webmaster:

- Is responsible for provisioning electronic information and telecommunication systems to support the efficient and cost-effective operation of the Club.
- Maintains the website and liaise as required with the internet and service provider.
- Keep website up to date and provide members access to information as required.
- Responsible for maintaining relevant access to records via the website for the committee, the members and the public as required.
- Providing technical support for the systems used to support the operation of the Club.