



Caboolture Regional Car Club Inc

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President

The President is responsible for fulfilling the Club Mission by leading the Club Management Committee and ensuring that the Club Objectives are met.

In the execution of this role, the President will:

1. Perform the role in accordance with the Club Rules.
2. Make the good of the Club the over-riding priority.
3. Represent the Club at external events.
4. Preside as Chairperson at each Committee and General Meeting.
5. Prepare venue for Club meetings.
6. Ensure that the Club is run according to the Club Rules.
7. Perform any other duties as may be required.

Vice-President

The Vice-President is responsible for assisting the President.

In the execution of this role, the Vice-President is to:

1. Perform the Role in accordance with the Club Rules.
2. Assist the President to fulfill the Club Mission.
3. Preside as Chairperson at each Committee and General Meeting when the President is unable.
4. Perform any other duties as may be required.

Secretary

The Secretary is responsible for initiating, recording and maintaining the Club hardcopy records including, minutes, correspondence and quality systems.

The Secretary works directly with the President.

In the execution of this role, the Secretary will:

1. Perform the role in accordance with the Club Rules.
2. Record proceedings of Committee Meetings and General Meetings.
3. Record the names of Members of the Committee present at a Committee Meeting or a General Meeting.
4. Maintain custody of the Minutes of Club and Committee meetings.

5. Bring Club and Committee Minute Books to all Club and Committee meetings.
6. Perform any other duties as may be required.

Treasurer

The Treasurer is responsible for the collection, custody and payment of all Club funds, and for the correct recording and reporting of the details of these activities.

The Treasurer works directly with the President.

In the execution of this role, the Treasurer will:

1. Perform the role in accordance with the Club Rules.
2. Ensure that all negotiable instruments are signed by any two committee members.
3. Keep custody of the Club cheque book.
4. Receive and collect all monies due to the Club.
5. As soon as practicable after receiving any monies, issue an appropriate receipt.
6. Deposit all monies received into the Club bank account as soon as practicable.
7. Make all payments authorized by the Club.
8. Maintain correct books and accounts showing the financial affairs of the Club.
9. Record full details of all receipts and expenditure connected with Club activities.
10. be required.

Runs Coordinator

The Runs Coordinator has overall responsibility for all Club runs, and in particular, the development of an advance Club Runs Calendar.

In the execution of this role, the Runs Coordinator will:

1. Perform the role in accordance with the Club Rules.
2. Publish the Runs Calendar for the Club.
3. Perform any other duties as may be required.

Membership Officer

The Membership Director has overall responsibility for the maintenance of the Club Membership Records, and the administration of membership-related tasks.

In the execution of this role, the Membership Director will:

1. Perform the role in accordance with the Club Rules.
2. Strictly protect members private information as required by legislation.
3. Maintain and keep up-to-date a computerised membership register/database.
4. Receive new member applications and present to the Committee for decision.
5. Receive membership fee payments and update database.
6. Deliver payments to the Treasurer for banking.
7. Update the database with member status changes as required by the Club Rules.
8. Bring membership register to all Club and Committee meetings.
9. Perform any other duties as may be required.

Newsletter Editor

The Newsletter Editor is responsible for the compilation and dissemination of the monthly newsletter.

In the execution of this role, the Newsletter Editor will:

1. Perform the role in accordance with the Club Rules.
2. Compile, publish and disseminate the monthly newsletter.
3. Perform any other duties as may be required.

Webmaster

The webmaster is responsible for the electronic communications of the Club, and in particular, the development and maintenance of the Club web-site.

In the execution of this role, the Webmaster will:

1. Perform the role in accordance with the Club Rules.
2. Develop and maintain the Club web-site.
3. Make recommendations to improve the Clubs communication effectiveness.
4. Perform any other duties as may be required.

Club Dating Officer (Special Interest Vehicle Scheme)

The Club Dating Officer (Club Registration Officer) is responsible inspecting vehicles to ensure that they comply and meet the requirements of the Department of Transport and Main Roads to be eligible for registration as 'Special Interest Vehicles'.

In the execution of this role, the Dating Officer will:

1. Maintain a register of Club special interest vehicles.
2. Provide the necessary Club documentation to the Department of Transport to accompany a Club member's application for SIV registration.
3. Ensure that the Club obligations of holders of such vehicle registrations are fulfilled in accordance with the Club Rules.
4. Perform any other duties as may be required.

Show and Shine Coordinator

The Show and Shine Coordinator is responsible for coordinating the Club's yearly show and shine.

In the execution of this role, the Show and Shine Coordinator will:

1. Coordinate the Show and Shine event.
2. Gather sponsorship.
3. Procure trophies.
4. Liaise with relevant authorities.
5. Perform any other duties as may be required.

Swap Meet Coordinator

The Swap Meet Coordinator is responsible for coordinating the Club's yearly swap me.

In the execution of this role, the Swap Meet Coordinator will:

1. Coordinating the swap meet.
2. Liaise with relevant authorities.
3. Perform any other duties as may be required.