



Position Descriptions

Purpose

The purpose of this document is to define the primary responsibilities for Boronia Radio Controlled Car Club Inc. (BRCCC) office bearers. All new committee members should review this document once elected to office.

Club members are also encouraged to read this document so that they better understand the purpose and roles of their elected committee.

All Committee Positions

The BRCCC has four (4) executive positions and up to three (3) ordinary members. All committee members are expected to attend the monthly committee meetings. For a committee meeting to be valid, a quorum of at least four committee members must be present.

President

Provides leadership for the club and ensures the club culture and values are maintained. Supports the elected committee.

Duties:

- Prepares a “president’s” report for the AGM, which summarizes the highlights of the previous 12 months.
- Initiates the drivers briefing and may then hand over to the race director.
- Signatory for key documents.
- Chairperson at general meetings.
- Report to Council, including details from annual financial report sent to Consumer Affairs by the Secretary.

Vice President

Assumes responsibilities of the President in the Presidents’ absence or resignation.

Secretary

Focal point for all communication in and out of the BRCCC.

Duties:

- Record and publish minutes for all meetings.
- Receive and file all inward communication.
- Send and file copies of all out going communication.
- Maintain all club records, including membership lists.
- Secretary includes duties previously conducted by the Public Officer
This involves an annual financial update to the Victorian Consumer Affairs office
Secretary is prompted by Consumer Affairs to lodge financial income as reported at the AGM. Value of assets in the online statement refers to club’s total cash assets
Note: Any change to executive committee must be updated BEFORE submitting our annual financial report.



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- Lodge Annual Statements each year to Consumer Affairs via MyCAV web site

Treasurer

Responsible for all financial matters.

Duties:

- Collect and receive all moneys due to the BRCCC and make all payments authorised by the BRCCC.
- Monthly financial report presented at each committee meeting.
- Prepares the annual financial report for the AGM. With copy to secretary within 14 days to allow Secretary to report to Consumer Affairs (Victoria).
- Financial planning.
- Keep correct accounts and books showing the financial affairs of the BRCCC with full details of all receipts and expenditure connected with the activities of the BRCCC

Ordinary Member

Represents the BRCCC and provide assistance wherever they can. Representative for all financial club members.

Duties:

- Attend committee meetings.
- Raise and vote on motions.

BRCCC Operational Duties

There are a number of duties which need to be carried out on a regular basis in order for the BRCCC to function a smoothly as it does. The duties below are assigned to volunteers who are in a position to accept one or more responsibilities. Volunteers do not need to be committee members; however they do need to be approved by the committee.

Duties:

- Kiosk Supplies:
Cans, milk, sugar etc can be purchased by any committee member.
The BRCCC has a "Campbells Cash & Carry" card for purchasing chips, chocolates, etc.
- Race Control:
- Results & Points:
This activity must be carried out by an executive committee member.
- WEB Site
The role of WebMaster will be the owner and primary administrator the BRCCC.org web site. The web master may have assistance (approved by the committee) to assist with day to day updates of web pages, in particular racing results.
- Marketing (all committee members)
- Track cleaning
- Trophies