

Role: President

Responsibility: Provide Leadership and overall responsibility for the activities of the Holden Car Club of WA. Chair General Meetings, Annual General Meetings and Committee Meetings unless delegated to another Committee Member.

Direct reports: Secretary, Treasurer, Events Coordinator, Public Relations Manager, CMC Delegate

Role: Vice President

Responsibility: Help all Committee members when required, and step in any Committee Position when needed to cover absentees due to Work, Holidays, Sickness etc.

Perfect position if a club member is looking to learn any of the roles for the following years Committee.

Direct reports: Nil

Role: Secretary

Responsibility: Prepare agendas and the recording and publishing the minutes of General Meetings, Annual General Meetings and Committee Meetings. Storage of club's archives and backups.

Maintain administrative processes, have general control of Club Correspondence, and keep a register of same.

Direct reports: Nil

Role: Treasurer

Responsibility: Management of the Club's finances and memberships.

Prepare a financial statement for the bi-monthly General Meetings and Annual General Meetings.

Ensure that an audit of the Club's finances is carried out by an independent Auditor at the close of the financial year on a 2-year basis.

Direct reports: Nil

Role: Vehicle Registrar

Responsibility: Management of Concessional Vehicles.

Organise inspection of vehicles applying for concessional licensing at General Meetings.

Provide reports to the Department of Transport in accordance with its rules and regulations relating to concessional licensing.

Ensure that the Club's Rules in respect of Concessional licensing are adhered to.

Direct reports: 3 x volunteer vehicle scrutineers

Role: Events Coordinator

Responsibility: Maintain a calendar of events in liaison with the Committee.

Organise events, seek suggestions from Club Members and involve members in the organisation of events where possible. Manage a register of attendees at club activities. Provide an activity report of events to meetings.

Direct reports: Volunteers

Role: Public Relations Manager

Responsibility: Maintain and keep the Club's website up to date.

promote and advertise events e.g. Facebook

Prepare, manage, and edit the Club's bi-monthly newsletter for appropriate content and seek newsworthy articles from members and other sources, ensure copies of the newsletter are available for all members.

Direct reports: Nil

Role: Merchandiser

Responsibility: Manage, maintain, and keep an inventory of all merchandise owned by the Club.

Re-order merchandise and review and expand the range of items on offer in liaison with the Committee.

Have merchandise on hand for sale at all Club activities.

Direct reports: Nil

Role: Property Manager

Responsibility: Store, manage, maintain, and keep an inventory of all property stored in the Club's trailer.

Ensure safe custody of all property.

Ensure that Club property is provided as required at each Club event. Organise volunteers to tow the Trailer to approximately 4 events annually.

Direct reports: Volunteers

All committee members are to attend and participate in bi-monthly Committee Meetings.

Non-Committee volunteers

- CMC delegate – attend CMC meetings and report back to members at general meetings
- Vehicle Scrutineers (3 minimum) Inspect vehicles for originality at general meetings, sign off paperwork
- Events Volunteers – Help with events role
- Storage and responsibility of bringing drinks esky to event etc
- Afternoon teas