

HISTORIC COMPETITION MOTORCYCLE CLUB OF WA

DUTIES OF OFFICE BEARERS AND VOLUNTEER POSITIONS

CHAIRPERSON (PRESIDENT)

- 1) It is the duty of the Chairperson to consult with the Secretary regarding the business to be conducted at each Committee Meeting and General Meeting.
- 2) The Chairperson has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in the club's constitution.

SECRETARY

The Secretary has the following duties:-

- 1) Dealing with the Club's correspondence;
- 2) Consulting with the Chairperson regarding the business to be conducted at each Committee Meeting and General Meeting;
- 3) Preparing the notices required for meetings and for the business to be conducted at meetings;
- 4) Unless another member is authorised by the Committee to do so, maintaining on behalf of the Club the register of members and recording in the register any changes in the membership, as required under the Act;
- 5) Maintaining on behalf of the Club an up-to-date copy of the constitution, as required under the Act;
- 6) Unless another member is authorised by the Committee to do so, maintaining on behalf of the Club a record of committee members and other persons authorised to act on behalf of the Club, as required under the Act;
- 7) Ensuring the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, as applicable to the Club;
- 8) Maintaining full and accurate minutes of committee meetings and general meetings;
- 9) Carrying out any other duty given to the Secretary under the constitution or by the committee.

TREASURER

The Treasurer has the following duties:-

- 1) Ensuring that any amounts payable to the Club are collected and issuing receipts for those amounts in the Club's name;
- 2) Ensuring that any amounts paid to the Club are credited to the appropriate account of the Club, as directed by the Committee;
- 3) Ensuring that any payments to be made by the Club that have been authorised by the Committee or at a General Meeting are made on time;
- 4) Ensuring that the Club complies with the relevant requirements of Part 5 of the Act;
- 5) Ensuring the safe custody of the Club's financial records, financial statements and financial reports, as applicable to the Club;
- 6) If the Club is a tier 1 association, coordinating the preparation of the Club's financial statements before their submission to the Club's Annual General Meeting;
- 7) Providing any assistance required by an auditor or reviewer conducting an audit or review of the Club's financial statements or financial report under Part 5 Division 5 of the Act;
- 8) Carrying out any other duty given to the Treasurer under the constitution or by the Committee.

MEMBERSHIP SECRETARY

The Membership Secretary has the following duties:-

- 1) Receive all new membership applications and renewal applications.
- 2) Ensure that all new membership applications are submitted to the committee for consideration (*as per the constitution*).
- 3) Process the payment of membership fees.
- 4) Ensure that all new members are sent a copy of the club's constitution (*a requirement of the Act*).
- 5) Despatch membership cards to all new and renewing members in a timely manner.
- 6) Maintain a register of members and record in that register any change in the membership of the club. The register must include each member's name and contact details (email address, postal or residential address), the class of membership and the date on which each member becomes a member (*a requirement of the Act*).

[Footnote:- the use of Ridernet by the membership secretary is optional, provided all other duties are carried out effectively.]

REGISTRAR

The Registrar has the following duties:-

- 1) Maintain and keep up to date a register of all vehicles with a code 404 concession through this club.
- 2) Provide advice and information as appropriate to any member wishing to place a vehicle on code 404 concession through this club.
- 3) Provide a completed form CMC1 to any member upon request, who wishes to place an eligible vehicle on code 404 concession through this club.
- 4) Liaise with Dept of Transport as required and provide any information requested by DoT in a timely manner.