



ROLES AND RESPONSIBILITIES OF NDMX COMMITTEE



This document contains the Roles and Responsibilities of NDMX Committee and Descriptions of the Roles for each committee position-President, Vice-President, Secretary, Treasurer, and those important supporting roles of a sub-committee.

Roles and responsibilities of committee

What is the role of the committee?

A club committee is the group of people, elected according to the rules or constitution of the club to run the club on behalf of the members and to plan strategically and implement measures to ensure the sustainable future of the club.

Responsibilities of the committee?

There are many duties to be covered by a sporting club committee, some of those include:-

- Comply with all legislation, especially:
 - Association Incorporation legislation - As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
 - Member protection, welfare and safety
 - Fund-raising legislation
 - Food handling legislation
 - Motorcycling Australia/Victoria legislation
 - City of Whitehorse
- Ensure the club is run according to its rules (constitution), purpose, policies and procedures – if you are on the committee it is *really important* that you have a copy of the rules, understand them thoroughly and run your club according to them. In many cases the club rules will also define additional responsibilities for the committee and its office holder.
- Oversee the financial affairs of the club, ensuring the club stays solvent (which simply means being able to pay your clubs bills as and when they become due).
- Ensure the sustainability of the club- most people link club sustainability simply to financial sustainability, but it also relates to ensuring the club has a sustainable number of participants and volunteers, access to suitable facilities as and when you need them (both for social activities and sport participation) and often overlooked but vitally important is community support.
- Create and manage a risk management plan that minimises risks associated with club all club activities, not just the sporting risks, also within conjunction with Motorcycling Australia/Victoria regulations.
- Plan, define and deliver the club's objectives and strategic *plan for the future*
- Create your club culture and ensure expectations are met
- Ensuring the sporting, competitive and social needs of members are met
- Recruiting, empowering, recognising, rewarding and maintaining club volunteers
- Creating and implementing a succession plan for all roles within the club, ensuring that the next generation of volunteers are being identified, developed and trained
- Regularly communicate with club members
- Collect, protect, maintain and hand over critical club information from one year to the next

Volunteer committees carry not only the hopes, dreams and expectations of the club members but also a lot of responsibility. If the committee is also doing most, if not all, the day-to-day work around the club (as happens in most clubs) then chances are it does not have time to focus on the committee's broader responsibilities or delivery of the club's strategic objectives.

A committee doing "all the work" is likely to suffer burn-out and rarely is it preparing the next generation of volunteers so make sure one of the key focuses of your committee is to create a culture of volunteering at your club.



EXECUTIVE COMMITTEE ROLES

A clubs' Constitution may define the executive committee as being made up of 4 Exec positions and up to 4 Ordinary Members (number decided at the AGM) positions.

These essential positions which must be filled each year are as follows: -
(to be eligible for Exec roles, members must have been on the NDMX committee for at least 12 months)

President
Vice-President
Secretary **
Treasurer
Ordinary Members

SUB-COMMITTEE ROLES

(not compulsory to be filled)

Race Secretary
Canteen Manager
Property/Track/Maintenance/Equipment Officers
Social Media Officer
Membership Officer (incorporated into Secretary duties)

GENERAL COMMITTEE

No limit

** (Note: If the position of Secretary becomes vacant during the course of the year, the Committee must appoint a member to the position within 14 days after the vacancy arises).



President

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

- The ordinary working hours for the club can include duty on weekends and evenings.

Knowledge

To successfully undertake the role of President the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the Motorcycling Australia legalities/procedures, constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club
- Association Incorporation legislation - As soon as practicable after being elected or appointed to the Committee, must become familiar with these Rules and the Act.
- Dedicated club person committed to making a difference.
- Receptive to change.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- Maintain confidentiality.

Governance

- Key governance responsibilities include ensuring the club:
- Regular liaison/correspondence with Motorcycling Victoria regarding rules/regulations/legislation regarding NDMX and MV affiliation each year and during year.
- Ensure all Motorcycling Victoria/Australia permits are issued and in place for practice days/race days and so on (in collaboration with Vice President).
- Defines and documents its club culture and behaviors and continually communicates them to members, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and legislative obligations are meet
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully



Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- Alongside the Secretary, setting the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it, as required
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders/sponsors
- Ensure committee members fulfil their responsibilities to the club.
- Ensure the key stakeholder/sponsor relationships of the club are maintained and nurtured

Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of year Hand Over - Updating key documents

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

Essential Skills and Requirements

- Must hold a Motorcycling Australia Officials Accreditation, minimum Level 2
- Must hold or be willing to apply for a current volunteer's "working with children" check
- Must have First Aid, minimum Level 2
- Can communicate effectively
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and sub-committees
- Is a strong supportive leader for all member's
- Able to chair committee or executive meetings
- A good understanding of the sporting and competition requirements
- Unbiased and impartial on all issues
- Receptive to change and able to adapt as the clubs needs change
- Dedicated club person



Vice President

The role of Vice President generally is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with club rules). The Vice President should also provide the President with assistance to develop and implement strategic planning and setting long term goals for the club.

The role of Vice President is the ideal position for those considering becoming Club Presidents in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the club.

- The ordinary working hours for the club can include duty on weekends and evenings.

Knowledge

To successfully undertake the role of Vice President the roles requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the Motorcycling Australia legalities/procedures, constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club
- Association Incorporation legislation - As soon as practicable after being elected or appointed to the Committee, must become familiar with these Rules and the Act.
- Dedicated club person committed to making a difference.
- Receptive to change.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- Maintain confidentiality.

Governance

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Maintains great club culture and ensures new members are given guidance and support
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Has strong financial reporting, budgets and cash flow projections to support future goals
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

- In liaison with President keep abreast of Motorcycling Victoria rules/regulations/legislation regarding NDMX and MV affiliation each year and during year.
- In liaison with President, ensure all Motorcycling Victoria/Australia permits are issued and in place for practice days/race days and so on (in collaboration with Vice President).
- Assist the President (in conjunction with the Secretary) to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it as required
- Ensure all responsibilities of the President are undertaken as required



Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Essential Skills and Requirements

- Must hold a Motorcycling Australia Officials Accreditation, minimum Level 2 or in midst of attaining
- Must hold or be willing to apply for a current volunteer's "working with children" check
- Must have First Aid, minimum Level 2, or in the midst of attaining
- Can communicate effectively
- Can oversee organisational activities
- Has a good working knowledge of the rules of the club and the duties of all office holders and sub-committees
- Able to chair committee or executive meetings
- A good understanding of the sporting and competition requirements
- Ability to remain unbiased and impartial on all issues
- Receptive to change and able to adapt as the clubs needs change
- Dedicated club person



Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

- The Club Secretary is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act / Consumer Affairs Victoria (CAV). Association Incorporation legislation - As soon as practicable after being elected must become familiar with these Rules and the Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

- The ordinary working hours for the club can include duty on weekends and evenings.

Legislative responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act
- Maintaining the club's membership database

Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
- Maintain copies (digital or hardcopy) of club committee and general meetings.
- Organise and liaise with Accountant for the end of year Financial Report prior to the AGM, financial report must be available for AGM - liaise with Treasurer
- Details and payment after the AGM to be maintained/uploaded to the Consumer Affairs website (CAV)

Communication

- Handle all general club correspondence, responding to any correspondence as required or forwarding to relevant committee member, both digital (email/web/other) and mail.
- Be the clubs point of contact for key stakeholders including, local council, local association and peak sports bodies
- Regularly check the letterbox for correspondence regarding teams, bills etc, - PO Box 6094 Vermont South Shopping Centre
- Regularly check the email account for correspondence and reply to all emails – contactus@ndmx.com.au



Knowledge Management

- Dedicated club person committed to making a difference.
- Receptive to change.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- Maintain confidentiality.
- Maintain a register of the of all club documentation including policies and procedures, by laws, position descriptions.
- Maintain a register of:
 - Committee details and positions
 - Committee Official Accreditations
 - Key Register
 - WWC Register
 - First Aid Register
- Marketing material (letterhead, logos, posters, brochures etc.)
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers
- Site administrator for Facebook and Instagram pages
- Administrator of the NDMX website – www.ndmx.com.au
- Maintain property in canteen, ie EFTPOS machine, cash register. If broken organise fix/purchase etc. Maintenance of the first aid, ensure all first aid bags etc are properly maintained and updated with current stock.
- Regular audit of first aid equipment and first aid kits to determine if replenishments or repairs are required, including maintenance of the defibrillator.
- Keep a register of all members who are First Aid qualified/levels attained and when their refresher courses are due
- Ensure safety procedures are being adhered to throughout the year
- Food Safe Program (Whitehorse Council) – Must register with the Council for Food Safety Registration at start of year. Login through eHealth Portal – registration payment and filling out of forms – start of each year. Ensure that all volunteers/persons handling food in the canteen fill out food test/compliance via this site as NDMX is audited every year by Health Service from the Council.
- City of Whitehorse will assess the Club – beginning of the year on how we run Canteen, maintenance of the canteen, how we handle food, cleaning etc. The Secretary is the liaison person with the Council on Food Safety for the Club. Ensure incoming Canteen Manager (or other) must apply and register as the “Food Handling” contact – this is a full course that is a requirement and must be completed every year.
- Motorcycling Victoria contact/Administrator. The Secretary is the contact/administrator (alongside President) with Motorcycling Victoria. The Secretary has full access to Ridernet - this give access to the Memberships, Race Entries, Permits etc for our Club.
- Update Ridernet with Exec committee details at the start of the year – they require President, VP and Secretary details.
- Other:
- Committee maintenance: Keep register/name/details/position from start of year (from AGM) of current Committee for that year, update as needed during the year for add ins/removal from committee.
- Secretary to keep abreast of what current committee/volunteers do during the year and assess whether they stay on committee or not. Each committee member will receive a free 12 membership and free ride at track on practice days.



However – any new committee must serve at least 12 months before they get a free membership – if any committee have not “helped/assisted out” during the year whether on a practice day, race day or attending committee meetings then they are not eligible for free membership.

- Communication with Committee is through “Whatsapp”. Administrator (alongside President) of this app, adding and removing members as needed

Club Memberships (incorporated into Secretary role)

The role of the Club Membership Officer is to be responsible for the proper registration of all members within the club. As all NDMX memberships are done online through Ridernet, a full list can always be obtainable from Ridernet, and membership fees are paid straight into the Ridernet account.

Responsibilities

- Memberships are done online through Motorcycling Victoria – Ridernet.
- No membership card is needed. Members just need to show their membership via their Ridernet account.
- MV credit NDMX account monthly with memberships – liaise with Treasurer.
- Membership list: download list from Ridernet.
- Assist committee in review of membership fees and arrangements for the ensuing season for consideration
- Prepare, update and circulate membership documents as required
- Provide responses to any queries on memberships, through emails/social media questions.

Succession Planning

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer’s “working with children” check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of Year Handover - Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary. Must also provide all access codes and login in details for relevant websites, Club computer equipment and log in details.

** (IMPORTANT: If the position of Secretary becomes vacant during the course of the year, the Committee must appoint a member to the position within 14 days after the vacancy arises).



Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation / Consumer Affairs (CAV).

Association Incorporation legislation - As soon as practicable after being elected must become familiar with these Rules and the Act.

- The ordinary working hours for the club can include duty on weekends and evenings.

Empowering the committee to manage the financial affairs of the club

- Record all financial transactions, incoming/outgoing as well as maintaining a list of club assets and liabilities
- Assisting in the preparation of Cashflow projections/budgets as part of the strategic planning
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

Protect the club's assets, cash and the volunteers who manage them

- In conjunction with the President, implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them. This is through insurances, public liability.
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club are collected. From cash monies on practice days and race days.

Financial reporting

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- In conjunction with the NDMX Accountant, Carmelo Mirabile, produce the financial report to members to be presented at the Annual General Meeting
 - Support any required auditing processes
 - Receipt of all incoming monies and allocate to the appropriate MYOB account
 - Bank all monies received into the club bank account - CBA
 - Pay all accounts
 - Maintain accurate records of all income and expenditure
 - Ensure that all receipts and payments concur with bank deposits and withdrawals
 - Monthly financial reports – present at monthly committee meetings
 - Be a signatory on club account
 - Reconcile CBA statement and spreadsheet at end of each month and liaise with Accountant for submission of BAS with ATO
 - Ensure that any proposed expenditure over \$600 is approved first with President/Treasurer.
 - Ensure that the Club CBA Bank account does not go below \$50k. This is the minimum amount to be kept in account to cover for any contingencies/other that may arise during a year.
 - Ensure no cash is removed from the petty cash at the track from committee.
 - Any purchases that a member may like to purchased adhoc, can be purchased by a committee and then reimbursed



- All reimbursements/payments must have a copy of all receipts for any purchases at all times.
- Respond accordingly to all relevant emails that come in through the treasurer@ndmx.com.au email

Essential Skills

- Enthusiastic and well organised
- Ability to keep concise financial records for forwarding to the Accountant.
- Ability to allocate regular time periods to maintain the financial records of the club
- Diligent with receipts and money
- Ability to work in a logical and orderly manner
- Honest and trustworthy
- Financial accounting or book keeping experience preferred
- Adequate Computer skills
- Dedicated club person committed to making a difference.
- Receptive to change.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- Maintain confidentiality.

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check (if required)

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer. Must also provide all access codes and login in details as necessary.

Assist the incoming treasurer in completing all necessary paperwork for Bank Log in and access to accounts and adding new signatories to the accounts, together with removal of outgoing treasurer from signatory access.



Sub Committee Roles

Social Media Coordinator

The Club Media Coordinator essentially creates the 'face' of the club. Working very closely with the executive committee to ensure the club values and goals are always being portrayed accurately. Providing the information and stories for the Social Media coverage on Facebook and Instagram and the NDMX website. Effective use of social media will also support and drive the achievement of many of the club's goals and objectives.

- The ordinary working hours for the club can include duty on weekends and evenings.

Responsibilities

- Build the clubs audience on social media of people who genuinely follow and have an interest in your club through Facebook, Instagram and the web page.
- Build the sense of belonging between your club and its (social media) supporters and followers
- Support the achievement of club goals and objectives Identify the local media whom the club would like to publish stories and identify the key reporters, producers and editors
- Co-ordinate the production and submission of weekly social media releases, which may include quotes, articles, videos and photographs
- Organises media coverage for publicity for club milestones, events and activities
- Assist the President and Committee in promoting the club in the local and wider community

Essential Skills and Requirements

- Must be passionate about the club and maintaining its reputation in the community
- Strong Communication skills
- Good networking and interpersonal skills
- Strong writing skills
- Able to meet strict deadlines
- Strong understanding and involvement in all of the different club activities
- Ability to engage people through social media without getting drawn into negative or personal discussions
- Strong understanding of the club's social media policy/strategy
- Respectful and effective communication
- Understanding how to create memes, photos and video for use on social media
- Dedicated club person committed to making a difference.
- Receptive to change.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- Maintain confidentiality.

End of Year Handover - Updating key documents

At the end of each year a key activity of the Social Media Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description and local media register must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Social Media Coordinator

An important responsibility of outgoing SMC is to train, mentor and support the incoming SMC. Provide log in details and update access for Social Media accounts.



Property / Track / Equipment / Officer/s

The primary role of equipment / property / maintenance officers is to maintain safe operation and longevity of club equipment and to maintain the property grounds/track preparation and maintenance of track according to MV rules. These are important roles and can be shared between more than one person if preferred. The ordinary working hours for the club can include duty on weekends and evenings.

Responsibilities:

Prior to the season

- Undertake a review of all club equipment, including track maintenance and property requirements/updates/maintenance (subject to MV approval) and identify the club's equipment/property/track needs for the upcoming season.
- Review all club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
- Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment.
- Allocate club equipment to appropriate club officers, updating the equipment register to note who is now responsible for each piece of club equipment
- Liaise with equipment suppliers for purchases and maintenance

During the season

- Ensure those using club equipment have been trained or qualified to do so
- Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition
- Ensure all track / property requirements are being adhered to
- Ensure club equipment not being used is stored in a manner conducive to its safe use and longevity
- In conjunction with President/V. President discuss/act on track preparations for practice/race days
- Maintenance/prep of track pre practice and race days.

Post season

- Review and repair any equipment requiring attention
- Follow up equipment not returned as required
- Notify the committee of likely equipment requirements for the following year.
- Review track/property upgrades/maintenance.

Essential Skills and Requirements

- Well organised
- Willing to follow up missing equipment
- Strong understanding of the equipment needs of the club
- Well informed of all organisation activities
- Aware of the future directions and plans of members and the club
- Dedicated club person committed to making a difference.
- Receptive to change.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Considerate of others and/or conflicting ideas and opinions.
- Good communication and interpersonal skills.
- Maintain confidentiality.

End of Year Handover - Updating key documents

At the end of each year a key activity of the P/M/E Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.

The equipment officer will also update the equipment register listing all the equipment the club owns and where it is currently stored or who is in possession of equipment still in use.

Induction of the incoming P/M/Equipment Officer

An important responsibility of the outgoing P/M/E Officer/s are to train, mentor and support the incoming Officers.



Race Secretary

The Race Secretary is responsible for overseeing the administrative aspects of Club events. Attend to all inquiries regarding entries and fees, as well as materials and equipment required for race days.

- The ordinary working hours for the club can include duty on weekends and evenings.

Overseeing the administrative aspects of Club racing events, ensuring smooth operations from planning to execution.

Key Responsibilities:

- Coordinate all administrative tasks related to Club Motocross Championship events, including setting up Ridernet for registrations and entries, program, trophies, prepare paperwork for officials, licencing, endorsements, club memberships, create event.
- Communicate event details and updates to participants, via email / social media. Manage event logistics, such as, equipment setup, first aid providers, organise officials – must be MV accredited.
- Liaison with at all times before/during/after event with President/Vice President and other exec committee as needed.

Requirements:

- Must hold minimum Level 1 Accredited Official - Race Secretary
- Strong organisational and multitasking skills, with the ability to manage competing priorities in a fast-paced environment.
- Excellent communication and interpersonal skills. Proficiency in computer applications, including Microsoft Office. Demonstrated ability to quickly grasp and adapt to new software and digital platforms as required. Knowledge of motocross racing rules, regulations, and safety protocols (preferred but not required).
- Availability to work weekends and irregular hours during event days.



Canteen Manager

- The primary role of the Club Canteen Manager is responsible for the profitable management of the canteen while also providing a welcoming and friendly environment for members, family and visitors to the club.
- The Canteen will be available on club, event days and any other functions nominated by the club management committee to optimise funding opportunities to assist club goals and objectives.
- Sales of canteen related products must meet appropriate practices in relation to food hygiene, food and health legislation and regulations, as well as any council requirements.
- Club:
- Support the President and other committee members in the planning, development and implementation of strategic priorities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-today administration of the club.
- Undertake tasks when as needed, as specified by the President or Committee.
- Attending and actively participating and contributing in committee meetings.
- The ordinary working hours for the club can include duty on weekends and evenings

Key Responsibilities

- Operate or ensure the operation of the canteen on nominated days/events including volunteer rosters.
- Define food and drinks to be sold by the canteen to attract members and visitors to purchase products from the canteen.
- Stock ordering, order checking and communicating with suppliers for delivery/pickup.
- Undertake a stocktake of goods on a regular basis throughout the year.
- Manage, rotate and store stock as appropriate.
- Have a good working knowledge or be prepared to upskill in food handling and hygiene legislation/regulations to prevent food spoilage, contamination, and subsequent food poisoning.
- Liaison with the City of Whitehorse Health Council.
- Keep up to date with food handling practices.
- Develop, maintain and/or update procedures for the canteen to ensure daily record keeping, opening and closing the canteen, and preparing and cooking requirements.
- Ensure all volunteers/staff are briefed and supervised on appropriate canteen procedures and guidelines.
- Ensure cleaning of the canteen in accordance with safe food and hygiene practices.
- Obtain and account for any floats from the Treasurer for canteen operations.
- Collection and accountability of monies, as well as maintaining appropriate records as required by the Treasurer.
- Ensure the canteen and its contents are always secure.
- Identify maintenance issues within the canteen with the committee.
- Facilitate a happy, supportive, and productive canteen environment, where canteen volunteers feel valued and welcome.
- Review and revise Canteen Manager position description to ensure it continues to reflect the requirements of the role.
- Train, mentor, and support the next Canteen Manager.

Knowledge, skills, and abilities

- Have a working knowledge or ability to obtain a working knowledge of Safe Food Handling and hygiene practices.
- Happy to talk to people and relate warmly to volunteers and patrons.
- Understanding of the needs and tastes of the members and stakeholders.
- Proven ability to work with people collaboratively in a team situation and ability organise and delegate tasks.



General Committee

The primary role of the members on the general committee is to:

- Support the President and other committee members in the planning, development and implementation of strategic priorities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
- Undertake tasks when as needed, as specified by the President or Committee.
- To be well informed of all club activities

Attending and actively participating and contributing in committee meetings.

- The ordinary working hours for the club can include duty on weekends and evenings.