

Board and Sub-Committee Duties

QLD 86/BRZ Car Club Incorporated

Prepared by Secretary as of 11 August 2020





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Duties of the Board

- The board will be appointed at each annual general meeting
- Your term of the board will be a minimum of 1 year or to the next annual general meeting
- All positions on the board will be held for re-election at each annual general meeting
- It will be your responsibility to ensure you are undertaking all duties outlined below for your roll
- Each board member will be entitled to free annual membership while the act on the board
- There shall be now financial rewards paid to any of the board members apart from receiving an annual membership to the club as stated above
- Personal circumstances may mean you are unable to complete your duties as outlined below and you are able to resign your position. The board will make a decision as to whether or not the role can be filled by other board members in the interim until the next AGM or the position will be put to the current members to be filled
- All members who head a sub-committee will be appointed to the board



President/Chair

Currently held by Mitchell Brooks

Duty	Responsibility
Governance	<ul style="list-style-type: none"> ● Provide leadership to the organisation ● Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed ● Ensure [in partnership with the Board] that the organisation develops in the appropriate direction ● Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion
Planning	<ul style="list-style-type: none"> ● <i>Produce</i> [in partnership with the Board] a <i>Strategic Plan for the organisation</i> ● Ensure [in partnership with the Board] the regular review and development of the Strategic Plan
Meetings	<ul style="list-style-type: none"> ● Ensure that appropriate standing orders are in place ● With the Secretary, prepare the agenda in advance of the meeting ● Chair Board meetings according to Standing Orders ● Rule on issues of meetings procedure not covered in the Standing Orders ● Report to the Annual General Meeting on the situation of the organisation ● Chair General Meetings according to Standing Orders
Media	<ul style="list-style-type: none"> ● Serve as spokesperson for the organisation as appropriate
Promotion	<ul style="list-style-type: none"> ● Promote the organisation in the community as opportunities arise



Negotiation	<ul style="list-style-type: none"> • Serve [as nominated by the Board] in negotiation with other organisations
Administrative & Management	<ul style="list-style-type: none"> • Assign [in partnership with the Board] administrative duties to Board members and volunteers • Personally carry out administrative duties as assigned • Manage the business of the Board • Manage the recruitment, induction, and training of Board members [in partnership with the Board] • Manage [in partnership with the Board] the assessment, review and renewal of the Board • Manage the organisation's grievance procedures • Ensure the harmony of Board deliberations • Manage [in partnership with the Board] the succession of the position of Chair
Finance	<ul style="list-style-type: none"> • With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place
Legal	<p>Ensure that</p> <ul style="list-style-type: none"> • the modes of performance of all legal requirements are featured in the procedures manual • the performance of all legal requirements is reported to the Board • the performance of all legal requirements is fully documented.
Other	<ul style="list-style-type: none"> • As for Board members (see below)



Treasurer

Currently held by Paul Hirst

Duty	Responsibility
Governance	<ul style="list-style-type: none"> • Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation • Advise the Board on matters of finance • <i>Ensure that appropriate financial policies and procedures are in place and fully documented</i>
Planning	<ul style="list-style-type: none"> • <i>Produce [in partnership with the Board] a Business Plan for the organisation</i>
Meetings	<ul style="list-style-type: none"> • Report to the Board at each meeting on the financial situation of the organisation • Report to the Board at each meeting on variances from the approved budget • With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting • Report to the Annual General Meeting on the financial situation of the organisation
Administrative & Management	<ul style="list-style-type: none"> • Personally carry out financial duties as assigned • Keep the books of the organisation • Ensure the organisation's financial records are adequate, protected, backed up, and accessible. • Manage the organisation's banking
Finance	<ul style="list-style-type: none"> • Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place • Collect and receive all money due to the organisation and make all payments authorised by the organisation

Board and Sub-Committee Duties

11 August, 2020



	<ul style="list-style-type: none">● Prepare the Budget for the coming year● Review income and expenditure against the budget on a continuous basis
Legal	<ul style="list-style-type: none">● Ensure the organisation's compliance with all applicable tax arrangements
Other	<ul style="list-style-type: none">● As for Board members (see below)



Board Secretary

Currently held by Stewart Langton

Duty	Responsibility
Governance	<ul style="list-style-type: none"> • Ensure the preparation and adoption of appropriate Board policies
Planning	<ul style="list-style-type: none"> • Ensure [in partnership with the Board] the regular review and development of the Marketing Plan • Ensure that appropriate standing orders are in place
Meetings	<ul style="list-style-type: none"> • Organise the venue for Board meetings • With the Board, prepare the agenda in advance of each Board meeting • Organise meeting papers for distribution before the meeting • Take minutes at each Board meeting and circulate to Board members • Take minutes at each General Meeting and circulate to members of the organisation
Administrative & Management	<ul style="list-style-type: none"> • Maintain a register of members • Handle the procedures for the admission of new members • Handle the procedures for the resignation of members • Handle the procedures for the discipline, suspension and expulsion of members • Organise General Meetings and notify members in advance • Receive nominations for positions on the Board • Keep in their custody all books, documents and securities, and make them available to members as requested • Personally carry out administrative duties as assigned by the Board



Other	<ul style="list-style-type: none">● As for Board members (see below)● Assist with organising member packs to be delivered to new members
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Ordinary Board Member

Duty	Responsibility
General	<ul style="list-style-type: none"> On being elected to the Board, undertake induction and training procedures as provided by the Board
Governance	<ul style="list-style-type: none"> Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation only Comply with the rules, policies, and standing orders of the organisation
Planning	<ul style="list-style-type: none"> Review and approve the organisation's Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc)
Meetings	<ul style="list-style-type: none"> Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence Where Board papers are circulated in advance of the Board meeting, read papers and consider issues before the meeting Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management	<ul style="list-style-type: none"> Serve on Board committees as required Review and approve the organisation's systems for financial control and risk management Undertake administrative duties as required
Media	<ul style="list-style-type: none"> Make comments to the media only as provided in the organisation's Media Policy
Promotion	<ul style="list-style-type: none"> Promote the organisation in the community as opportunities arise



Fundraising	<ul style="list-style-type: none">● Participate enthusiastically in any fundraising approved by the Board
Legal and ethical	<ul style="list-style-type: none">● Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation● Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation● If they have any direct or indirect pecuniary interest in any contract with the organisation, inform the Board immediately● If they have any direct or indirect pecuniary interest in any contract with the organisation, not vote in the Board on that issue● If they have any non-pecuniary conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure● At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus



Sub-Committee Responsibilities:

General Responsibilities:

- You will hold the position for a minimum of 12 months or until the next AGM
- Attend all board meetings to present updated on assigned duties
- Participate in club events and promote the club as required

Motorsport Coordinator

Currently held by Joel Sang

The main responsibilities of the motorsport coordinator will be to organise Happy Laps and other motor sport events during the year.

- Happy Laps:
 - Offered on a monthly basis from February to November each year. Must be booked during October in the previous year
 - Create events on the Facebook pages at least 4 weeks before the event starts
 - Ensure weekly reminders are posted on the pages to gauge interest
 - Discuss current finance position with Treasurer to ensure funds have been received and payment made by the due date
 - Discuss with other car clubs if additional attendees are required
 - Ensure members who attend the event abide by our rules and regulations
- Other events:
 - Organise other events with sponsors and tracks during the year, i.e. sprints, drag racing, skid pans and other events that may become available

Social Coordinator

Currently held by Chris Berriman

The role of the social coordinator will be to ensure club cruises and other social events are held on a regular basis.

- Setting up Facebook event pages for all social events
- Club Cruises – a minimum of 2 club cruises must be organised each year for:
 - Twins Birthday – to be held in June each year – the main purpose will be to get members together and celebrate this annual event.
 - Christmas Fundraiser – to be held in November/December each year – the main purpose of the event will be to bring members together. We will also



use this event as an annual fundraiser by raffling off prizes provided to us by our sponsors.

- o Other club cruises are encouraged to be organised during the year
- Geographic Meets:
 - o Liaise with club members to organise geographic specific meets, i.e. Southside Brisbane, Northside Brisbane, Gold Coast and Sunshine Coast etc.
 - o Ensure meets are held on a semi regular basis
 - o Promote the events to encourage attendance
 - o Use the events to gauge any issues that members may have

Social/Webmaster

Currently held by Ramius Chiu

The main purpose of this role is to ensure our website, email accounts and Facebook pages are monitored and kept up to date.

- Manage the website to ensure the following:
 - o Members are able to access the site
 - o New members are able to sign up via the website
 - o New events are added to the site as advised by other board members to enable bookings to be made
- Board Member Email Accounts:
 - o Ensure email accounts are kept active
 - o Assist board members with setting up the accounts
- Financial Member Facebook Page:
 - o Ensure new members are added to the Facebook page
 - o Moderate website and bring any matters to the board
- Non-Financial Member Facebook Page:
 - o Monitor new member requests as follows:
 - New Members must own an Toyota 86 or Subaru BRZ
 - New Members must provide photo evidence of ownership
 - o Monitor posts to the page with other admin members to ensure posts that breach our policies are removed
 - o Members will have to adhere to a 3 strikes and out policy in accordance with the Code of Conduct. The length of ban will be determined by the offence



Sponsorship Coordinator

Currently Vacant

The main responsibility of the sponsorship coordinator will be to organise new sponsorship and maintain relationships with existing sponsors

- Potential Sponsors:
 - Approach potential sponsors as agreed with the board
 - Sponsorships will not involve the club being paid but all benefits being paid directly to members
 - Any proposed sponsorship deals will need to be ratified by the board
 - Ensure new sponsors are promoted on the Website and Facebook pages to ensure members know about the benefits
- Existing Sponsors:
 - Keep a register of sponsors that includes:
 - Name and contact details i.e. website, email, phone and contact
 - Term of Sponsorship
 - Anniversary of Sponsorship
 - Benefits provided by the sponsor
 - Maintain regular contact with sponsors to ensure a healthy relationship is being maintained
 - Contact Sponsors a month before their anniversary date to determine if they would like to extend/change their sponsorship
 - Obtain a total benefit provided to members each rate to enable sponsors to be ranked and promoted accordingly

Merchandise Coordinator

Currently held by Chris Berriman

- Present merchandise options to the board
- Assist the secretary with distribution of member packs
- Source merchandise from suppliers to ensure we have on hand:
 - Club T-shirts
 - Club Polo's
 - Club Stickers
 - Membership Cards
 - Member Packs
 - Other merchandise as required
- Liaise with treasurer to approve quotes for merchandise and payment of accounts