

HEAVEN VMX Inc COMMITTEE ROLE DESCRIPTIONS FOR 2009

Club President

To promote the club and its activities with the wider community.

The pivotal person to adjudicate any disputes between club and or committee members.

Be an integral part of the clubs working committee for the good of the total membership.

Assist the race coordinator and or other committee members on race day to ensure a smooth efficient race meeting.

A figurehead for the club and all of its activities.

Vice President

If requested to by the president to fulfil all duties of the president and or other committee members in their absence.

Assist the race coordinator and or other committee members on race day to ensure a smooth efficient race meeting.

Be an integral part of the clubs working committee for the good of the total membership.

Club Secretary

Be an integral part of the clubs working committee for the good of the total membership.

The person responsible for all internal and external club correspondence.

Ensure the timely response and attention to all club correspondence.

Responsible for making certain all first aid and officials are organised for each race meeting as well as any track venue requirements that need to be met.

The scribe and keeper of minutes from all general, committee and club meetings and proceedings.

Work closely with the treasurer to ensure an efficient and timely information flow so that the treasurer can effectively perform their role.

Responsible for the accurate upkeep of the clubs member data base.

Assist the race coordinator and or other committee members on race day to ensure a smooth efficient race meeting.

Club Treasurer

Be an integral part of the clubs working committee for the good of the total membership.

Responsible for collecting and processing all monies on behalf of the club and to ensure all authorised payments are made in a timely manner.

Work closely with the secretary to ensure an efficient and timely information flow so that the secretary can effectively perform their role.

Ensure that all of the correct financial reporting and bookwork is up to date showing detailed information of all income and expenditure. When requested be able to produce all detailed information to a committee or club member for their review.

Assist the race coordinator and or other committee members on race day to ensure a smooth efficient race meeting.

Race Coordinator.

Be an integral part of the clubs working committee for the good of the total membership.

Person responsible for the coordination of race meetings on race day.

Ensure the point score is correct and forwarded to the secretary for distribution.

Person in control and coordination of key official positions eg. Lap Scorer, Gate attendant , finisher and Starter as well as marshalling positions that are filled by volunteers and or members (with the exception of clerk and steward) on race day and to ensure the efficient running of the race meeting.