

Rolls-Royce Owners' Club of Australia (New South Wales Branch) Committee Positions Description

<p><u>President</u> The President shall:</p> <ul style="list-style-type: none"> • Preside at all meetings to regulate and keep order in all proceedings • Plan, lead, organise within the President's role • Ensure all rules of the Constitution are carried out • Ensure all Committee Members understand and carry out their responsibilities and duties • Prepare a monthly report to be included in <i>London & Derby</i> • Delegate ex-officio on sub-committees to the various Committee members 	<p>details of all receipts and expenditure connected with the activities of the Club</p> <ul style="list-style-type: none"> • Maintain the best interest on fixed deposits as they become due • Prepare and supply a Financial Report for each monthly General Meeting • Arrange with the Auditor for an audit of the books and a Financial Report for the Annual General Meeting • Work with the Membership Secretary to ensure that all members are duly billed for renewals and keep a list of the membership • Send out renewal notices to those who are subscribers only to <i>London & Derby</i> • Invoice all advertisers in <i>London & Derby</i> as advised by the Editor or Advertising Manager • Work with the Editor of <i>London & Derby</i> to monitor costs • Take charge of the "tea money" tin which is used at each General Meeting • Ensure that the person in charge of any club activity accounts for the income and expenditure • Act as ex-officio on sub-committees as delegated 	<ul style="list-style-type: none"> • Liaise with the Secretary in respect of special letters or telephone calls
<p><u>Secretary</u> The Secretary shall:</p> <ul style="list-style-type: none"> • Keep minutes of all proceedings at Committee Meetings and General, Annual and Special Meetings • Ensure that minutes are supplied to the Editor in an appropriate form for posting with <i>London & Derby</i> • Keep minutes of all elections and appointments of office bearers and committee members • Notify other Branch of the Club and other appropriate bodies of results of elections and/or appointments • Organise all meetings for the Committee, and General, Annual and Special Meetings • Receive and attend to all correspondence • Ensure that appropriate cards/letters are sent in the event of special awards, illnesses or deaths relating to members • Carry out other duties as required including ex-officio positions on sub-committees • Act as the Public Officer of the Club 	<p><u>Senior Vice-President</u> The Senior Vice-President shall:</p> <ul style="list-style-type: none"> • Preside at meeting when the President is unavailable • Act in the role of President when necessary • Assist with the planning of the Federal Rally when it falls to the New South Wales Branch • Act as ex-officio on sub-committees where delegated • Carry out other duties as required by the President 	<p><u>Club Activities Coordinator</u> The Club Activities Coordinator shall:</p> <ul style="list-style-type: none"> • Oversee all Club activities • Find members to organise various activities • Ensure that there is a variety of events, with an even spread throughout the year • Liaise with technical registers, and others arranging activities to avoid any clashes • Prepare a calendar of events for the year • Advertise the activities in <i>London & Derby</i> and, if applicable, in <i>Praeclarum</i> • Encourage the writing of reports on activities for publication in the appropriate publication. Encourage a wide spread of members in the preparation of the reports • Request organisers to include the writing of reports as part of the total package of arranging the activity • Monitor the expenditure of all activities, ensuring that any hidden costs are covered
<p><u>Treasurer</u> The Treasurer shall:</p> <ul style="list-style-type: none"> • Collect and receive all moneys due to the Club and make all payments authorised by the Club • Bank all money as soon as possible • Keep correct accounts and books showing the financial affairs of the Club with full 	<p><u>Vice-President</u> The Vice-President shall:</p> <ul style="list-style-type: none"> • Preside at meetings if the President and Senior Vice-President are unavailable • Act in the role of President when necessary • Assist with the planning of the Annual Concours Display • Carry out other duties as required by the President 	<p><u>Editor of London & Derby</u> The Editor shall:</p> <ul style="list-style-type: none"> • Be responsible for producing <i>London & Derby</i> each month within an approved budget and standard and in time to reach members by post before that month's General Meeting • Have full editorial control over copy and photographs • In the event of an issue /article being controversial, seek the advice or direction of the Executive • Set appropriate deadlines for both copy and advertising material • Liaise with the Secretary to ensure that Minutes are included • Liaise with the President, Treasurer and Activities Coordinator to ensure monthly reports are supplied • Liaise with any advertisers, observing the established policies of the Club with regard to advertising fees, space and acceptability

<ul style="list-style-type: none"> • Liaise with the Membership Secretary to maintain member's addresses and ensuring they are up-to-date • Be able to solicit articles and reports from members and others and be able to stipulate subject matter and length • Receive classified advertisements for "Market Place" and liaise with the Treasurer in regard to payment 	<p>and issues relating to their Registers</p> <ul style="list-style-type: none"> • Liaise with similar officer-bearers in the international clubs to establish a working relationship that encourages the free exchange of technical information and assistance • Contribute articles and information to <i>London & Derby</i> when appropriate • Establish and maintain appropriate technical documentation for access by members • Provide answers to requests for assistance/information on technical matters and spare parts • Provide appropriate suggestions to members seeking professional assistance on the maintenance, repair and/or restoration of vehicles 	<ul style="list-style-type: none"> • Catalogue and classify books in the library • Suggest to, and receive permission from the Committee to purchase appropriate books on Rolls-Royce and Bentley • Assist members in borrowing and returning books and follow up on overdue books • Promote the use of the library by appropriate means
<p><u>Membership Secretary</u> The Membership Secretary shall:</p> <ul style="list-style-type: none"> • Keep a register of the members of the Club setting forth their names, addresses, details of vehicles and issue of Club name badges • Collect all applications for membership, present applications at the next Committee meeting and then invite new members to attend the next General Meeting • Ensure that each new member has provided a photograph(s) of his/her vehicle(s) and that the photograph is passed on to the Registrar • Collect all fees, new and renewal, and deliver such money to the Treasurer as soon as possible • Follow up those members who have not renewed within the stipulated time • Liaise with the editor of <i>London & Derby</i> to ensure new members are listed and put on the mailing list • Liaise with the editor, or appropriate person, of <i>Praeclarum</i> to ensure new members are put on the mailing list • Liaise with the editor of <i>Chassis Plate</i> to ensure new members are included in the next edition 	<p><u>Historian</u> The Historian shall:</p> <ul style="list-style-type: none"> • Record major events such as the Commemoration Run, Concours d'Elegance, Presentation Dinner and election of office bearers • Report periodically at meetings or in <i>London & Derby</i> on items of interest 	<p><u>Information Technology Officer</u> The IT Officer shall:</p> <ul style="list-style-type: none"> • Promote and monitor the use of the RROC website and ensure that its use is not abused • Ensure that contact among the Committee is maintained via email and the website
<p><u>Technical Officer</u> The Technical Officer shall:</p> <ul style="list-style-type: none"> • Liaise with the Activities Coordinator in organising technical information and/or skill development activities for members • Liaise with other Branch Technical Officers where appropriate • Liaise with the relevant Registrars on technical matters 	<p><u>Registrar</u> The Registrar shall:</p> <ul style="list-style-type: none"> • Maintain & update the Registers of Members Cars • Display Registers at meetings and other places as required • Maintain the Album of Club Trophies and display it as required 	<p><u>Trophy Master</u> The Trophy Master shall:</p> <ul style="list-style-type: none"> • Collect and engrave perpetual trophies as required for various occasions • Clean and maintain perpetual trophies as necessary • Ensure perpetual trophies are safely stored when not needed • Liaise with the President or other appropriate Committee member in organising the purchase and engraving of presentation trophies
	<p><u>Conditional Registration Officer</u> The Conditional Registration Officer shall:</p> <ul style="list-style-type: none"> • Certify the Historic Vehicle Declaration for roadworthiness (pink slip) and proof of club membership • Record journeys other than locals trips for routine servicing • Assist members as necessary regarding Conditional Registration • Provide information to members and maintain records 	<p><u>General Committee Members</u> The General Committee Members shall:</p> <ul style="list-style-type: none"> • Assist as directed by the President or as requested by other Committee members
	<p><u>Librarian</u> The Librarian shall:</p>	<p><u>Federal Delegates</u> The Federal Delegates shall:</p> <ul style="list-style-type: none"> • Represent the Branch at the Annual Federal Meeting • Report to the general membership on matters raised and discussed at Federal Meetings
		<p><u>Council of Motor Clubs (CMC) Delegates</u> The CMC Delegates shall:</p> <ul style="list-style-type: none"> • Represent the Club at the bi-monthly meetings of the CMC • Report to the Committee and the General Meeting on any relevant matters