

Proposal

Changes to the Appendix A of Constitution, ‘Schedule of Committee Responsibilities’

By-law no. 6

Sub-clause (7) – title change for Membership Database Secretary to Membership Secretary.

By-law no. 3

Sub-clauses (9) & (10) – title change for Membership Database Secretary to Membership Secretary.

Appendix A clause 3

Sub-clause (c) – title change for Membership Secretary to Membership Assistant.

Appendix A clause 6

Change the Title of Membership Database Secretary to Membership Secretary with responsibilities unchanged.

Appendix A clause 7

Remove Membership Secretary.

Appendix A clause 8

Change the title of Competition Secretary to Motorsport Secretary.

Appendix A clause 10

Remove Website Coordinator.

Appendix A clause 12

Create Committee position of Motorsport Assistant with responsibilities outlined below.

Appendix A clause 13

Create Committee position of General Committee Member with responsibilities outlined below.

Create Appendix A, Sub-Section 2 – Ex-Officio Representatives.

Create Ex-Officio Position of Membership Assistant with responsibilities outlined below.

Create Ex-Officio Position of Website Coordinator with responsibilities outlined below.

Renumber all clauses to reflect changes.

APPENDIX A

‘Schedule of Committee Responsibilities’

Add the following clauses:

12. Motorsport Assistant

The Motorsport Assistant shall:

- (a) Attend Committee meetings and contribute to the management of the Association.
- (b) Assist the Motorsport Secretary as directed.
- (c) Gain familiarity with responsibilities of the Motorsport Secretary.
- (d) Manage motorsport-related social media.
- (e) Connect with the Media on Club motorsport activities in conjunction with the Motorsport Secretary.

13. General Committee Member

The General Committee Member position does not have a defined portfolio and exists primarily for succession by supplying Committee experience to a member who has expressed interest in taking on a Committee role in the future.

The General Committee Member shall:

- (a) Attend Committee meetings and contribute to the management of the Association.
- (b) Gain familiarity with the responsibilities of each Committee role.
- (c) Aid any Committee member in the performance of their duties as directed by the Committee.
- (d) Other duties as requested from time to time by the Committee.

Appendix A Sub-Section 2 - Ex-Officio Representatives

‘Schedule of Ex-Officio Responsibilities’

Add the following clauses:

1. Membership Assistant

The Membership Assistant shall:

- (a) Arrange the production and postage of membership packs for new members and member renewals.
- (b) Arrange the collection and postage of name badges ordered by the Membership Secretary from the supplier.
- (c) Update stationery supplies as needed.
- (d) Supply receipts of expenses to the Treasurer for re-imbursement.

2. Website Coordinator

With guidance and support of the Vice President, the Website Coordinator shall:

- (a) Be the principal person responsible for all technical matters arising from the Association’s website and email accounts.
- (b) Function as the liaison with the Association’s webhost(s) and website developer for all support issues and potential future developments of the website.
- (c) Ensure that the Association’s domain name(s) is supported with valid contact details and renewed, as necessary.
- (d) Coordinate training and instruction on the use of the website for all Association members who will publish content on the website.
- (e) Identify opportunities to improve the services offered to members through the website.
- (f) Manage the Buy & Sell classified advertisements on the website.
- (g) Manage the Committee Board.
- (h) Report to the Committee when requested.