

President / Vice President

- Register as Office Bearer for Incorporated Body through Office of Fair Trading
- Signatory on Club Bank Account, with access to internet banking
- Chair Committee Meetings (or delegate to other committee member if unavailable)
- Be present at official Club events (or delegate to other committee member if unavailable)
- Access and management of Club email account
- Access to Club Facebook account
- Leadership of Annual Show Sub-committee
- Custodianship of Club Property, incl. Show assets (banners, flags, etc.)

Treasurer

- Signatory on Club Bank Account, with access to internet banking
- Keep accounts of incoming and outgoing funds providing a report at Committee Meetings
- Payment of Club invoices
- Prepare PAYG reporting to ATO
- Lodgement of yearly report to Office of Fair Trading
- Liaise with Membership Officer regarding receipt of membership payment
- Management of Club PO Box / collection of mail
- Access to Club email account

Secretary

- Register as Office Bearer for Incorporated Body through Office of Fair Trading
- Signatory on Club Bank Account – not including access to internet banking
- Access and management of Club email account
- Access and management of Club Facebook Account
- Taking and preparation of Committee Meeting minutes, including Attendance Register
- Responsible for annual renewal of Australian National Street Machines Association membership, including liaising with membership officer relating to current listing of financial members.
- Any other official communications required by the Club

Membership Officer

- Maintain Club Membership Register
- Manage new Membership Applications, including sending new applicants membership pack (membership card, club sticker, welcome letter, receipt)
- Send out membership renewals annually (including reminder notice if not paid).
- Issue receipts with yearly membership card when funds received (advised by Treasurer).

Club Registration Officer

- Maintain record of members who have applied for Special Interest Vehicle Scheme
- Vehicle Inspection and dating by financial members when requested.
- Provision of confirmed Vehicle Heritage/dating on Club Letterhead to members seeking SIVS Concession.
- Liaise with membership officer as to financial status of member.

Club Media Officer

- Access to Club Social Media accounts, including Facebook and Instagram
- Maintain social activity through regular posts, promotions and creation of events on FB
- Respond to enquires through the FB page
- Access to Club website through online platform
- Maintain website, including promotions and event information, update current information on all pages where required. (Experience with website platforms or coding would be beneficial)

Club Merchandise Officer

- Keep a record of current merchandise in stock.
- Custodianship of Club Merchandise, including T-Shirts and Caps.
- Showcase merchandise at official Club events (or delegate if not available)
- Send out merchandise as directed by Treasurer / President if items ordered and paid for.

Club Run Officer

- Research and present possible runs or events to be hosted by the club to the Committee
- Advise on runs or event details hosted by other Clubs or social groups at the Committee Meetings for consideration.