



LCCC COMMITTEE ROLE DESCRIPTIONS

THE GENERAL COMMITTEE:

(Office bearer roles)

The President

The President plays a crucial role and this function can be the most entertaining and satisfying of all roles. The President must see that the meetings run smoothly by leading discussion and ensuring that speakers are not repetitious or stray from the topic. It is the President's role to offer a balanced discussion and summarise points of view before asking members to vote.

Duties:

- Chair General and Committee Meetings
- Provide policy direction and advice
- Allocate resources to Club projects
- Co-sign cheques as required
- Oversee the organisation of Club activities
- Key point contact for Club members, MA, Government Agencies, and the public
- The President must be reasonably easy to contact at home and at work, be able to get along with people and have a genuine commitment to the long-term interests of the Club
- Handle correspondence

The Vice-President

The Vice President's role is to:

- Chair meetings in the absence of the President
- Assist the President in the President's other duties

The Secretary

The successful Club depends on the Secretary who is the linchpin in the organisation. The Secretary's basic roles are to keep records of the organisation. The Secretary, in association with the President calls meetings and distributes the agenda.

Keeping a record of meetings by taking minutes is an essential responsibility and should be completed soon after an item is raised. The minutes should be available to all members within 3 days of the meeting, including publication on the website.

The Secretary will have good organisational skills and an eye for detail.

Duties:

- Organise and keep up to date the Club's records and files



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- Record minutes of General and Committee meetings
- In consultation with the President, deal with Club correspondence

The Treasurer

The Treasurer's role is to:

- Keep the Club's accounts up to date
- Pay accounts on time
- Clear the Club's mailbox (Tuggeranong) as required

Qualifications:

- Be available to sign cheques or make payments electronically

Membership Secretary

The Membership Secretary is responsible for the maintenance of Club Membership records and the promotion of the Club Membership.

Duties:

- Collect membership fees and issue membership cards in a timely manner
- Maintain membership records and prepare returns for MA / AASA
- Issue MA /AASA Basic Licences

Event Manager

The Event Manager is responsible for the promotion of the Club and managing club events as required. Excellent communication skills and a friendly attitude are essential for this role.

Duties:

- Promote awareness of the Club events and activities
- Assist Social Media Liaison/s with club promotion
- Manage major event organisation, namely LCCC and associated presentations; and logistics, including trophy coordination for these events
- Liaise with the Webmaster to align event information

Grants Manager

Grant funding is a vital income stream for the LCCC and the core purpose of this role is to source appropriate grants and coordinate with the LCCC committee on usage applications.

The Grants Manager is responsible for all aspects of grants management across the LCCC.



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Duties:

- Identify opportunities, develop applications, and coordinate reporting for small grants
- Undertake timely and accurate data entry for all grants, according to program processes
- Ensure compliance with all organisational, funding body, legislative and regulatory requirements.
- Work with Treasurer to ensure correct accounting practices are maintained including acquittal of grant funding

(non-office bearer roles)

Committee Members (x 6)

Committee members assist in the organisation of Club projects when and where required.

Qualifications:

- A keen interest in participating in the organisation of the Club.

Other club positions (Committee appointed)

Club Captain

The Club Captain is responsible for keeping track of the events that members compete in and to advise the membership of competitive events and activities. The Club Captain must be easily contactable and have extensive knowledge of motor sport, the Club, its members and their activities.

Duties:

- Liaise with Club competitors and prepare reports on competitor's activities and events
- Report on developments in the motor sport arena

ACT Series Representatives (x 2)

The ACT Series Representative works with BMSC representative/s to create an inclusive motorsport event calendar for the ACT Series.

Equipment Officer

The Equipment Officer is responsible for the safe storage and maintenance of the Club's assets and must be easily contactable.

Duties:

- Custodian of the Club's property,
- Arrange the hiring and loan of the Club's equipment,
- Maintain asset register.



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Webmaster

The Webmaster is responsible for the maintenance of the LCCC website and email.

Duties:

- Ensure website remains accessible
- Maintain website content working with the Social Media Liaison and the Event Manager to align information
- Upload general meeting minutes in a timely manner, i.e. within 3 days of receiving from the Secretary.

Social Media Liaison (up to 2 people)

The Social Media Liaison is responsible for the promotion of the Club on social media and moderating discussion on the social media platforms. Excellent communication skills and a friendly attitude are essential for this role.

Duties:

- Promote awareness of the Club events and activities
- Respond to queries and messages raised on social media platforms within 24 hours of receipt
- Liaise with the Webmaster to align relevant information

Junior Liaison

The Junior Liaison is an intermediary position to give voice to the LCCC junior competitors. This position would be suited to a junior competitor between the ages of 16 and 21.

Duties:

- Participate in the organisation and promotion of the Club at the junior level
- Assist Social Media Liaison/s with club promotion