

LCCC Constitution:

- **(16.1): The General Committee shall consist of President, Vice President, Secretary, Treasurer, Membership Secretary (Office Bearers) and four Committee Members.**
- **(16.10): No one person may hold more than one position on the General Committee at any time**

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, CAMS, Government Agencies and the general 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 meeting 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.
- Record minutes of General and Committee meetings.
- Clear the Club's mailbox (Civic Square) regularly.
- 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.

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,
- Maintain membership records and prepare returns for CAMS,
- Issue CAMS Basic Licences,

Event Manager

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

Duties:

- Promote awareness of the Club event's and activities.
- Respond to queries and messages raised on social media platforms
- Manage event organisation and logistics, including trophy coordination
- Liaise with the Webmaster to align event information
- Work with Social media and event liaison's

(non-office bearer roles)

Committee Members (x 4)

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 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.

Webmaster

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

Duties:

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

Social Media & Event Liaison (up to 2 people)

The Social Media & Event Liaison is responsible for the promotion of the Club on social media and assisting with event coordination as required. Excellent communication skills and a friendly attitude to essential for this role.

Duties:

- Promote awareness of the Club event's and activities.
- Respond to queries and messages raised on social media platforms
- Assist with event organisation and logistics, including trophy coordination
- Liaise with the Webmaster to align event information