



IPSWICH LOW RANGERS 4WD CLUB INC.

JOB DESCRIPTIONS

Duties of Office Bearers

General Note: - There are no privileges, the task of the Management Committee is responsibility.

The members of the club have elected their committee to provide a service to the club as a whole, they have every right to expect and demand that the tasks performed by these members are provided in a courteous, honest and reliable manner.

Committee members are accountable for what they do, say and their use of club funds. No single management committee member is able to make decisions on their own.

Club letterheads must be used for all correspondence (private addresses should not be used). Where possible copies of all correspondence are to be kept by the secretary. Only the secretary should write letters on behalf of the club unless otherwise authorised by the Management Committee.

Members are not to represent themselves as a representative of Ipswich Low Rangers 4WD Club to any other person or business house, unless they have been granted permission from the Management Committee or a Monthly General Meeting.

The Following Duties are applicable to **ALL Committee Members**.

1. Assist with the general management of the club.
2. Welcome visitors and or new members.
3. Understanding the club constitution & by-laws.
4. Present reports on matters relevant to their duties at General Meetings. (Occasionally written reports may be required).
5. Ensure members are made aware of the services available within the club and the channels to access these services.
6. Attend committee meetings and monthly meetings when possible.
7. Delegate relevant duties when unavailable.
8. Return all information relevant to the office held to any committee or sub-committee when absent for a significant period and or when the term in office is concluded.
9. Assist where possible the successor of the vacated position.
10. No sub-committee are able to approve any expenditure of club funds. (A sub-committee can advise the General Meeting who can vote to approve any expenditure).
11. Each Committee shall be required to elect a chairperson of that committee; with in the Month of August, No member of the Management Committee should serve in this position.
12. Only members of the Management Committee, ie President, Vice President, Secretary and Treasurer are empowered to make any public statements on behalf of the club.

INDIVIDUAL PORTFOLIOS

PRESIDENT

1. Chair all General Meetings, Management Committee meetings and Annual General Meetings, with the exception of the election of new Management Committee positions.
2. Ensure good co-ordination and co-operation of all committees and committee members.
3. Prepare an agenda for each General Meeting.
4. Co-ordinate all management activities, and decisions with the management committee members.
5. Cast a deciding vote in cases of dispute.
6. Ensure that the Club's business is conducted in a proper, honest and reliable manner and that the membership is informed of the long and short term plans of the committees.
7. Act as a spokesperson and Club figurehead whenever necessary.
8. Prepare an Annual Report for presentation at the AGM.
9. Authorise and countersign club expenditure.

VICE PRESIDENT

1. Fulfil the duties of any absent Management Committee member.
2. Ensuring the General Meeting location is maintained appropriately.
3. Assist when required other members of the Management Committee with their duties.
4. Coordinate any guest speakers when required.
5. Authorise and countersign club expenditure.

SECRETARY

1. Maintain club files.
 - Maintain club correspondence.
 - Responsible for incorporation and constitutional matters.
 - Maintain minutes for all monthly and AGM club meetings.
 - Maintain club membership register
 - Maintain club Management Committee membership register.
2. Handle General Club correspondence.
 - Clear post box on a regular basis.
 - Record all incoming mail in register or minutes (Advertising material excepted).
 - Distribute incoming mail, where applicable, to other management or committee members.
 - Draft correspondence required by the Management Committee.
 - Review and authorise out going correspondence.
 - Archive outgoing correspondence.
 - Maintain stocks of club forms.
 - Maintain register of stamp use for audit purposes.
3. Incorporation matters.
 - Notify the Office of Fair Trading of changes of the Management Committee, Constitution etc.
 - Maintain club seal.

4. AGM & Constitution:

- Advertise the AGM meeting date to all members
- Distribute Nomination forms to all members prior to AGM
- Authorise and countersign club expenditure.
- Maintain current versions of the club constitution and by-laws.
- Ensure the club is acting in an honest manner in line with the club constitution.

TREASURER

1. Maintain club financial ledger available for club members to view.
2. Maintain club financial accounts in a clear transparent and detailed manner.
3. Conduct the financial matters of the club in an honest and reliable manner.
4. Oversee all payments approved by the Management Committee or General Meeting.
5. Receipt all incoming club funds and deposit into authorised club bank account.
6. Provide a monthly report available to the club detailing all financial transactions.
7. Analyse the financial affairs of the club and draw attention to the Management Committee and if necessary the members to trends which may undermine the financial strength of the club.
8. Arrange and nominate a qualified auditor for acceptance as determined by the club constitution.
9. Provide a written audited report of the clubs finances available to all club members at the AGM.
10. Have the audit of the club books completed at the end of each financial year.
11. Ensure all outgoing club financial transactions are countersigned by two members of the Management Committee authorised to countersign club expenditure.
12. Authorise other members to collect monies if required.
13. Ensure that all matters in the club constitution relating to the club finances are strictly adhered to.

PUBLIC RELATIONS OFFICER

1. Assist the Vice President securing a venue for each General Meeting.
2. Present as the *meet and greet* person for new members at General Meetings and other club events.
3. Assist in publishing and moderating online content relevant to the club.
4. Provide refreshments at monthly meetings.

TRIP COORDINATOR

1. Keep and maintain a Trip register.
2. Keep and maintain a trip calendar and advertise events on the club Facebook page.
3. Encourage members to lead and prepare trips.
4. Ensure Trip Leaders are familiar with the clubs trip rules, by-laws and other rules and policies of the club.
5. Ensure that the appropriate permission and or approval is obtained and liaison has occurred for entry to:
 - National Parks
 - Forestry areas.
 - Private Property
 - Pastoral Lands
 - Aboriginal Lands

6. Encourage trip surveys
7. Assist trip leaders with the organization of trips.
8. Hold stocks of and maintain register of proposed trips and trip log sheets and issue to trip leaders.
9. Inform the Management Committee of any member who is in violation of any State Laws (Forestry, National parks etc) or club rules.
10. Encourage members to assist with trips in every way possible.

SOCIAL COORDINATOR

1. Keep and maintain social register.
2. Keep and maintain a social calendar and advertise events on the club Facebook page.
3. Encourage members to lead and prepare social trips and events.
4. Ensure the Trip Leaders are familiar with the clubs trip rules, relevant by-laws and other rules and policies of the club.
5. Ensure that relevant approvals from property owners are sought and received prior to undertaking a social event.
6. Encourage trip surveys
7. Maintain register of proposed trips and trip sheets and provide to trip leaders.
8. Inform the Management Committee of any member who is in violation of any State Laws (Forestry, National parks etc) and any club rules.
9. Encourage members to assist with trips in every way possible.

Please Note:

Incorporated clubs have some protection from litigation and are protected in some cases.

However if a member of the Management Committee or other member behaviours or acts outside the law or the rules of the club then they can be prosecuted to the full extent of the law, and the incorporation of the club does not give them any protection in any way.

Insurance for Directors and office bearers also offer some form of protection from litigation as long as the members are operating within the rules of the club and all financial matters and expenditure have been clearly minuted and recorded in the Management Committee or Monthly General Meeting minutes as approved, prior to the expenditure being made.