

Mercedes-Benz Club of the ACT Inc Committee Positions and Duties

According to Section 13 of the club's Constitution, the club's committee comprises the President, Vice-President, Treasurer, Secretary and two ordinary committee members.

Section 14 covers the election of those committee members.

Nominations of candidates for election to these positions should be in writing to the Secretary at least seven days prior to the Annual General Meeting. If no nominations are received, further nominations may be received at the AGM.

A nomination form is included on the club's website or is available from the Secretary.

A brief outline follows of the duties of each committee member.

All positions are voluntary and the position holder is expected to abide by the club rules and act in the best interests of the club. A pre-requisite for all positions is computer literacy, including email skills.

ELECTED POSITION

President

The President provides the overall coordination and direction of the Club, chairs monthly committee and general meetings. The President liaises with other clubs and representatives of affiliated organisations, including with Mercedes-Benz in Germany.

Vice-President

The Vice-President assists the President and stands in for the President when the President is unavailable.

Secretary

The Secretary is responsible for keeping the minutes of proceedings at meetings. In coordination with the President, the Secretary is responsible for arranging meeting venues and preparing agenda. The Secretary deals with all incoming correspondence and such outgoing correspondence that is not the responsibility of another committee member.

Treasurer

The Treasurer is responsible for club funds and assets, keeping of club financial accounts and reporting a financial statement to the monthly committee meeting. The Treasurer arranges annual audits of the club's books of account and maintains accounting records as required by Associations Incorporation legislation.

Two ordinary committee members

The ordinary committee members assist the office bearers listed above and may be entrusted with the duties of one of the following appointed positions.

POSITIONS APPOINTED BY THE COMMITTEE

Membership Secretary

The Membership Secretary is responsible for maintaining the register of members, which is available for inspection under the regulations of Incorporation. In conjunction with the Treasurer, the Membership Secretary ensures that new members' names and subscriptions are recorded in the Treasurer's accounts. The Membership Secretary also ensures that new members are welcomed in the club magazine.

Concours Director

The Concours Director organises and runs the annual Concours d'Elégance. This includes judging, venue, awards and organisation on the day. The Concours Director is assisted by the committee and other members as required. The Concours Director liaises with Concours Directors of other Mercedes-Benz Clubs.

Motoring Events Director

The Motoring Events Director coordinates the program of motoring events. This program includes touring excursions and other motoring events. The Motoring Events Director delegates the detailed planning and coordination to Motoring Events Group members who plan, run and report on their assigned events.

Technical Events Director

The Technical Events Director, assisted by a Technical Group, plans the program of technical meetings and events.

Concessional Registration Registrar

The Concessional Registration Registrar maintains the register of club members' vehicles that comply with and are registered under the ACT Concessional Registration Scheme.

Social Committee Coordinator

The Social Committee Coordinator, assisted by a Social Committee, plans and coordinates various social events throughout the year such as lunches and casual dinners.

Major Events Director

The Major Events Director coordinates all arrangements for major social occasions such as the Annual General Meeting dinner and the Christmas Lunch.

Delegate to the Council of ACT Motor Clubs (CACTMC)

The Delegate attends and represents the club's interests at regular CACTMC meetings and reports back to the club.

Magazine Editor

The Magazine Editor produces the bimonthly magazine and is assisted by a sub-committee for its preparation and distribution.

Webmaster

The Webmaster maintains the club's website. The site should be updated regularly, including through use of some of the contents of the bimonthly magazine.

Facebook

Maintains the club's Facebook presence. The site should be updated regularly.

Historian / Librarian

The Librarian maintains appropriate library material including magazines, newsletters from our and other Mercedes-Benz Clubs, technical journals and publications, and makes them available for loan to members. The Librarian is also the club Historian and researches material and writes articles for the club magazine of interest to our club members.

Sponsorship Director

The Sponsorship Director develops and maintains relationships with sponsoring businesses. This includes maintaining records of sponsorship contracts and advertisements for these businesses in the club magazine, in coordination with the Treasurer and magazine Editor.

Public Officer

The Public Officer is responsible for ensuring the club carries out the requirements of the *Associations Incorporation Act 1991*, and may or may not hold another position within the Club. The Public Officer must be at least 18 years of age and must reside within the ACT.

Merchandise Officer

The Merchandise Officer seeks suitable supply sources and maintains stocks of club merchandise and promotes sales to members at meetings and events.

Additional positions

The committee may appoint other positions as it deems appropriate to pursue the interests of the club and its members.