



MOTAFRENZ COMMITTEE PORTFOLIO DESCRIPTIONS

The Committee of Management comprises the Officers of the Club as prescribed by the Constitution as changed at AGM July 2018 and approved by Consumer Affairs Victoria.

Section 44 Composition of the Committee

(1) The Committee consists of:

- (a) a President; and*
- (b) a Secretary; and*
- (c) a Treasurer; and*
- (d) an Events Coordinator; and*
- (e) a Social Media Coordinator; and*
- (f) a Publication Editor; and*
- (g) a Club Permit Officer; and*
- (h) 8 General Committee members.*

This document lists the portfolios and responsibilities of the members of the Club's Committee as determined by the Committee from time to time.

All Committee Members

All Committee Member are expected to contribute to the running of the Club and committee in the ways noted below:

- *Prepare for and regularly attend Committee Meetings;*
- *Submit a portfolio report to the Secretary no later than 48 hours prior to a Committee Meeting, or to the Publication Editor 14 days prior to an Annual General Meeting;*
- *Have access to the Internet and productivity suite of programs;*
- *Participate in the organisation of Motafrenz events, including at Midsumma;*
- *Regularly attend events, especially those with a GLBTIQ+ focus;*
- *Regularly contribute, or source material for use in, the Club's magazine "Cruise Control"; and*
- *Support the activities and endeavours of all members of the Club and Committee.*

President

The President is responsible for the leadership and co-ordination of Motafrenz Car Club Inc. The President:

- Acts as the first point of contact for the Club.
- Chairs committee meetings (and other Club meetings as listed in the constitution).
- Acts as the deciding vote in the event of a tie in a meeting.
- Fulfils the portfolio role in the event of a casual committee vacancy, until such time as a suitable replacement is found.
- Issues press releases.

Secretary

The Secretary is also the Public Officer for Motafrenz Car Club Inc. The Secretary:

- Co-ordinates meetings: issues agendas, takes minutes, organises venues.
- In the absence of the President, chairs committee and other meetings.
- Receives and processes correspondence.
- Maintains Club records.
- Takes the Minutes of Committee Meetings and distributes them as required.
- Acts as liaison with the Registrar of Incorporated Associations.

Additionally, by law the Secretary must:

- Submit annual returns to the Registrar of Incorporated Associations as required by the Associations Incorporation Reform Act 2012 and its amendments.



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- Ensures that all other requirements of the Associations Incorporation Reform Act 2012 and its amendments are met.
- Ensures that all other requirements of the Motafrenz Constitution are met.
- Is legally and financially responsible for the actions of the Club under the Associations Incorporation Reform Act 2012 and its amendments.
- Be resident in the state of Victoria, cannot be an undischarged bankrupt, must not have entered into an arrangement to assign his estate to the benefit of any creditors, must be of sound mind and good character, and must meet all other requirements of the Associations Incorporation Reform Act 2012 and its amendments.

Treasurer

The Treasurer is responsible for the financial management of the Motafrenz Car Club Inc. The Treasurer:

- Maintains the Club's bank accounts and financial records.
- Processes all financial transactions.
- Reports on the Club's financial position at each committee meeting and the AGM.
- Prepares financial reports for annual statutory requirements as required under the Associations Incorporation Reform Act 2012 and its amendments.
- Is proficient with (or willing to learn) electronic spreadsheets and other appropriate computer software.
- Is responsible for maintaining the Association's Public Liability Insurance policy, and any other insurances as directed by the Committee.
- In the absence of the President and the Secretary, chairs committee and other meetings.

Event Co-ordinator

The Event Co-ordinator is responsible for the calendar of events for Motafrenz Car Club Inc. The Event Co-ordinator:

- Co-ordinates all Club events.
- Participates in the organisation of Motafrenz events.
- Is responsible for Motafrenz' participation in Midsumma events and receipts and processes registrations for Motafrenz events.
- Supports event organisers.
- Ensures that the Publication Editor and Social Media Co-ordinator have up-to-date event listings for publication in a timely manner and in the appropriate format.
- Seeks sponsorship for specific events.
- Liaises with sponsors.

Social Media Coordinator

The Social Media Coordinator is responsible for managing the social media presence of Motafrenz Car Club Inc. The Social Media Coordinator:

- Maintains and updates the Club's website, Facebook presence, and other social media communications as directed by the Committee. And uploads material supplied by members of the committee.
- Is proficient with (or willing to learn) the required computer software.
- Investigates new opportunities for the Club website.
- Has access to the Club's Membership database so that they can maintain the various email distribution lists as required.
- Maintains the online events registration system for the Events Co-ordinator (if one exists).
- Maintains the committee's email addresses.
- Receives and issues the electronic version of the magazine to registered recipients.
- Emails Event reminder information to members and other communications as may be required.
- Co-ordinates bounced emails with the Secretary and Membership Officer.
- Maintains an up to date listing of Club members' email addresses.



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- Utilises website and Google Drive as Club archive.
- Maintains links to and from other appropriate websites.
- Updates e-commerce facilities as required.
- Manages the Club's relationship with our internet hosting provider.
- Respond to and forward online/email enquiries as appropriate.

Publication Editor

The Publication Editor is responsible for the publication of "Cruise Control", the magazine of Motafrenz Car Club Inc. The Editor:

- Should be proficient with [or willing to learn to use] desktop publishing software.
- Edits submissions, sources artwork and photographs.
- Prepares electronic version of the magazine and provides it in a timely manner to the Social Media Coordinator.
- Organises advertising as required.
- Produces the agreed number of publications per year.

Club Permit Officer

- Has access to the Club's Membership database so that they can maintain the Club's Club Permit System Register.
- Liaises with VicRoads to ensure that Motafrenz and its members comply with the requirements of the Club Permit System.
- Approves members' Club Permit Applications as appropriate and ensures that applicants are aware of VicRoads and Motafrenz requirements regarding Club Permit registration.
- Follows-up CPS registration holders who have become or will soon become unfinancial members.

General Committee Member portfolios (subject to change)

AOMC Delegate

- Manages the relationship between the AOMC and Motafrenz.
- Regularly attends AOMC Delegate meetings, and seminars. Arranges a proxy if unable to attend in person.
- Provides appropriate information regarding the AOMC to the committee and the membership.
- Provides the AOMC with required information about Motafrenz.

Community Liaison

- Manages the relationship between Motafrenz and other clubs and community organisations.
- Publicises Motafrenz activities to these community organisations.
- Provides appropriate information regarding other community organisations to the committee and the membership.
- Maintains contacts with community media outlets.

FVVCCC Delegate

- Manages the relationship between the FVVCCC and Motafrenz.
- Regularly attends FVVCCC Delegate meetings and seminars. Arranges a proxy if unable to attend in person.
- Provides appropriate information regarding the FVVCCC to the committee and the membership.
- Provides the FVVCCC with required information about Motafrenz.

Membership Officer

- Should be proficient with [or willing to learn to use] appropriate database software.
- Processes all membership enquiries, including emailing agreed 'new member packs' to enquirers.



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- Ensures the membership database for new memberships, renewals, and details of current members is updated and correct.
- Ensures automated Welcome Packs are sent to new members and enquirers.
- Create the various membership lists as required.
- Manages the membership renewal process.
- Liaises with the Treasurer regarding payments of fees for memberships.
- Creates lists for the AGM showing those members who are eligible to vote, and those unpaid or not renewed.

Property Officer

- Procures and maintains Club property as directed by the Committee.
- Retains the Motafrenz uniforms: Washes and irons them and brings them to Club events, as directed by the Committee.
- Ensures Club property is available at Club events, as directed by the Committee
- Maintains a list of property held by the club.
- Maintains the Club's first aid kit.
- Maintains a list of available first aid officers.
- Arranges maintenance of property trailer.

Privacy Officer

- In accordance with the Information Privacy Act 2000, Motafrenz maintains a Privacy Policy.
- Motafrenz will observe the Privacy Principles enumerated in the Victorian Information Privacy Act 2000.
- Motafrenz will observe the provisions of the Commonwealth Spam Act 2003 and the Spam Regulations 2004.
- The Privacy Officer ensures compliance with these policies.
- They receive and investigate complaints.
- Ongoing review of practices and procedures to ensure that they comply with this Policy, current legislation and best practice.
- Educating the Club members on their responsibilities under this Policy and the Information Privacy Act 2000.

Assistant Club Permit Officer

- Assists the Club Permit Officer in their duties, and has the same responsibilities as the Club Permit Officer.

Assistant Event Co-ordinator

- Assists the Event Co-ordinator in their duties, and has the same responsibilities as the Event Co-ordinator.