

# Statement of Duties for Non Committee Positions



Upon vacancy of any Non Committee Position, a written application by a Financial Member must be forwarded to the Secretary of the A9X Torana Club of Australia Inc. for the application to be considered by The Committee. Upon acceptance or rejection of the application the Secretary will forthwith give the applicant notice in writing of The Committee's decision. The applicant must be willing to comply with the following policy for behaviour:

1. At all times act for and on behalf of the interests of the A9X Torana Club of Australia Inc and its members.
2. Do all that is reasonably necessary to enable the objectives of The Club Committee.
3. At all times operate with and promote mutual trust and confidence between The Club and its members in pursuit of the objectives.
4. Make full and proper disclosure to The Committee on all matters of importance to the Club.
5. Not acquire a private advantage at the expense of The Club and or its Members.

Failure to adhere to this policy or the roles outlined below will result in The Member holding The Non Committee Position being requested to supply a written explanation as to why their position should not be terminated. The Member holding The Non Committee Position will be given a full and fair opportunity of presenting his/her case and if The Committee resolves to terminate his/her position it shall instruct The Secretary to advise The Member in writing accordingly.

The Member holding The Non Committee Position may resign from his/her position at any time by giving notice in writing to The Secretary. Such resignation shall take effect at the time such notice is received by The Secretary unless a later date is specified in the notice, when it shall take effect on that later date.

## **State Representatives**

The role of The State Representative consists of:

- **Assist with Vehicle Verification.**  
Assisting club or non-club members with vehicle verification, however only the person nominated by the A9X Torana Club of Australia Inc. itself can provide vehicle identification data sheets. Any written form of authentication of a vehicle by a State Representative to either a club or non-club member will be considered as a private matter between 2 individuals and therefore this correspondence cannot have the A9X Torana Club of Australia Inc. name, seal of approval or logo held within its text or appearing on its page.

- **Organise and Conduct Club Runs.**  
 Choose various locations within the State for club members and invited guests (these can be like minded clubs and/or individuals) for the purpose of gathering together as a social group. The State Representative is to act at all times in compliance with all requirements that may be imposed by any relevant Federal, State or Local government, and to the best of their ability ensure that all members and invited guests do likewise.
- **Organise National Events.**  
 Each State Representative is able to nominate their State to hold a National event. This must be in the form of a written submission to the A9X Torana Club of Australia Inc. Secretary not less than 45 days prior to the AGM. This submission may consist of, but is not limited to, the venue location, date, preliminary itinerary and preliminary costs. Upon approval by The Committee, The State Representative must proceed in accordance with The Nationals Guidelines as set out by The A9X Torana Club of Australia Inc., and is to liaise with The Club Editor in regard to the advertising of The Club Nationals and/or corresponding media releases.
- **Newsletter Articles.**  
 The State Representative is responsible for providing at least one article per issue for the quarterly newsletter, this can be about, but is not limited to, any club organised run and/or gathering. To help The State Representative provide such articles he can encourage club members to provide individual stories for the newsletter and these may consist of, but are not limited to, a members vehicle restoration, member profile, member,s race car and history, technical information, etc.
- **State Membership Data Base.**  
 Each State Representative will hold a membership data base which consists of their State member's names, addresses, phone number and may or may not consist of members vehicle details. This data base is compiled by and on behalf of The A9X Torana Club of Australia Inc. and therefore remains its property. It is to be used by The State Representative for the purpose of contacting members only and it is prohibited for The State Representative to copy or disclose, without written permission from The A9X Torana Club of Australia Inc., any part of this data base. The data base in its entirety is to be returned to The Club upon vacating this position.
- **Reimbursement of Expenses.**  
 The State Representative may be reimbursed for reasonable telephone and postage expenses where such expenses have been incurred due to performing the duties of this position. A statement outlining costs along with any relevant receipts should be forwarded to The Treasurer for payment.

## **Merchandising Officer**

The role of The Merchandising Officer consists of:

- Store an appropriate amount of varied club merchandise items in a proper manner, and distribute these items to club members as requested. Explore new products for the benefit of members and promoting of The Club's objectives. All new items must be submitted for approval by The Committee.
- Organise a commemorative shirt and patch for The Club Nationals with consultation about design from The State Representative hosting the event. Provide assistance with organising of trophies, entrant's packs and sponsorship for National events if requested by The Committee. This request will be forwarded to The Merchandising Officer by the Secretary.
- Be responsible for the administration and reconciliation of the merchandise cheque account in the name of A9X Torana Club of Australia T/A Merchandising Account. This also includes:
  - (a) Processing orders.
  - (b) Receiving and depositing payments.
  - (c) Postage of items to club members.
  - (d) Payment of merchandise related invoices.
- Provide a full stock take of all merchandise items and reconciliation of the merchandise cheque account to The Treasurer each 90 days, this can be provided more often if preferred by the Merchandising Officer.

## **Archives Officer**

The role of the Archives Officer consists of:

- Maintaining existing archival information and database in a proper manner. This data base is compiled by and on behalf of the A9X Torana Club of Australia Inc. and therefore remains its property. The data base in its entirety is to be returned to the Club President upon vacating this position.
- Obtain and collate any new information for integration into The Club database.
- Provide a back up copy of **ALL** updated information to the President each 180 days.
- Establish "contacts" with various car magazines, publishers etc, and to obtain approval from relevant authorities to use copyrighted articles in The Club Newsletter.
- To maintain back issues of all The A9X Torana Club Of Australia Inc. Newsletters for future reference.

## **Club Patron**

The role of The Club Patron should be held by:

- A person with an A9X racing background, i.e., a driver or team owner who is prepared to make themselves available for club events.
- The Committee can change The Club Patron should The Club Patron's circumstances change and this be requested, club members will then be notified in the next Club Newsletter.
- The Club Patron position can be changed at the AGM; however submissions must be put in writing to The Committee for approval no less than 45 days prior to the AGM being held.
- Reimbursement and/or payment for travel and accommodation will be considered by The Committee on an event by event basis.

## **Editor**

The role of the Editor consists of,

- To organise The A9X Torana Club Of Australia Inc. Newsletter for issue each Autumn / Winter / Spring / Summer.
- Notify The Committee and State Representatives of deadlines for submissions for the Newsletter 30 days prior to print.
- Proof read submissions for grammar, spelling, punctuation, phrasing, etc, and correct as required. The actual content and integrity of the submission is **NOT** to be altered, unless instructed to do so by The Committee.
- Arrange articles to be printed in the quarterly Club Newsletter.
- Develop and design a print layout for the articles to appear in the Club Newsletter to the Club President and/or Secretary 7 days prior to release date to verify contents and issue approval to proceed.
- After gaining Committee approval forward to nominated printer 2 weeks prior to release date. Final printed copies to be collected and distributed to Club Members by the Club Secretary.
- Co-ordination for the upkeep of The A9X Torana Club Of Australia Inc. website.
- Supply updated photos of club events and activities for The Club Website.
- Should any major structural changes or links need to be added when updating the website, written approval must be given by The Committee via The Secretary prior to these changes taking place.
- To liaise with State Representatives in regard to the advertising of The Club Nationals and/or corresponding media releases which have received prior approval by The Committee.