

IMPREZA
WRX CLUB 2017/2018 Committee Term Nomination Form

PRESIDENT _____

VICE PRESIDENT _____

SECRETARY _____

TREASURER _____

ADVERTISING OFFICER _____

MEMBERSHIP OFFICER _____

MOTORSPORT DIRECTOR _____

MOTORSPORT SECRETARY _____

PROMOTIONS/MERCHANDISE OFFICER _____

SOCIAL OFFICER _____

TECHNICAL OFFICER _____

WEBMASTER _____

CAMS STATE COUNCIL DELEGATE _____

GENERAL COMMITTEE MEMBER _____

Proposed by Nominator (print name): _____ Membership Number: _____

Consent by Nominee (sign): _____ Membership Number: _____

A nominator must be a current financial club member and the nomination must have the consent of the member nominated. A member can also nominate themselves.

All nominations must be completed, signed accordingly and submitted to the Secretary either via:

1. Post to – “Nominations – Attn: Club Secretary” P.O. Box 3113, Nunawading VIC 3131

OR

2. Email – secretary@wrx.com.au
(emailed nominations will only be accepted if this form has been completed, signed by the nominee, scanned and then attached)

OR

3. In person on the night of the AGM.

NOTE : Nominations for each position will also be accepted from the floor up to the time when the chairperson calls for nominations to fill that position, but email and postal nominations must be received **prior to 6pm on Tuesday 17th October 2017**.

All positions are declared vacant at the AGM. Elections will be held at the AGM where there is more than one nomination for any given position. Only current financial members (who are eligible) can vote – one vote per paid membership.

If you think you may be interested in nominating for a position, please see below for a brief description of the various committee roles:

MAJOR RESPONSIBILITIES ASSOCIATED WITH EACH COMMITTEE POSITION	
<p>PRESIDENT Be able to provide good leadership and project a good image of the club. Must be capable of chairing meetings. Should be conversant with the Club Policies and Rules and aware of members' wishes. Should provide regular updates via Website Blogs.</p>	<p>MOTORSPORT DIRECTOR Organise and promote our own Club sporting championship calendar of events, in conjunction with Committee and the relevant Motorsport Authorities.</p>
<p>VICE PRESIDENT Should provide assistance to the President and be capable of chairing meetings. Should be conversant with the Club Policies & Rules and see that they are adhered to. Organise guest speakers, fun events (eg. Trivia night) etc for monthly general meetings.</p>	<p>MOTORSPORT SECRETARY Closely assist the Motorsport Director with all coordination of events & tasks as required.</p>
<p>SECRETARY Should have sound computer skills. Must be capable of taking minutes and keeping them in permanent files. Must be efficient and prompt in written communication. Control attendance record for Committee & General meetings. Provide Agendas & Minutes for Committee & General meetings.</p>	<p>PROMOTIONS/MERCHANDISE OFFICER Be responsible for promoting the club in ways approved by the committee. Make items of Club merchandise available for sale at General meetings & other Club events, as well as via mail order and over the internet. Source new merchandise items to ensure range is up to date and relevant.</p>
<p>TREASURER Must be able to maintain Club Financial records, prepare monthly balance sheets and compile the Club's Annual Financial Statement for submission to Consumer Affairs. Must be able to give the Club's financial position at any time. Pay all accounts and deposit receipts promptly. Assist the Membership Officer with membership renewals.</p>	<p>SOCIAL OFFICER Organise and promote our own Club Social events. Should be able to co-ordinate and publicise social activities to members. Assist Club members in the organisation of social activities. Maintain a calendar of events on the Club website/forum.</p>
<p>ADVERTISING OFFICER Co-ordinates all advertising for the Club website & forum, including submitting invoices and following up payments with advertisers/sponsors. Sources new advertisers/sponsors as required and communicates with existing advertisers/sponsors.</p>	<p>TECHNICAL OFFICER Seek information of a technical nature for assisting Club Members.</p>
<p>MEMBERSHIP OFFICER Keep membership records up to date; provide monthly membership stats for Committee meetings. Process Membership Applications and Renewals; send welcome letter and membership card. Send Annual Renewal Notices to members. Send membership details as required to CAMS.</p>	<p>CAMS STATE COUNCIL DELEGATE Be the Liaison Officer with CAMS, attend their meetings & report back to Committee meetings as required.</p>
	<p>WEBMASTER Must have high level IT skills. Must be able to maintain & update the Club website, host server & forum as required.</p>
	<p>GENERAL COMMITTEE MEMBERS Must be willing to assist the Committee with various tasks as required, such as helping with Social & Motorsport events or being part of a Sub-Committee appointed to a particular task.</p>