



SSVC.org.au

SSVC COMMITTEE ROLES AND RESPONSIBILITIES 2021/2022

The committee of *Sunshine State Volvo Inc.* is expected to serve the members and dedicate their role to benefit all club members, potential members, and fellow committee members.

Committee members are expected to attend all general meetings and committee meetings (and report to fellow committee members when they are unable to attend or address their role(s) for any period) as well as maintain a high level of professionalism and adequacy for the role in which they are nominated and elected.

To be eligible for each role you apply for, you must be a financial member of the club and seek nomination by two financial members of the club who endorse you in advance. These persons are referred to as “**nominators**” and must endorse you for each role you apply for.

It is a requirement that you have no legal convictions or personal issues that will prevent you from fulfilling the role outside of the requirements listed for each position in these pages. For more information or you are not sure about this, please contact Club Secretary Rob Ansell at rob.ansell@ssvc.org.au

Each job description is a requirement that is not limited to the expectations listed.

There are a total of **9** committee roles of varying requirements and responsibilities:

- **PRESIDENT**
- **VICE PRESIDENT**
- **CLUB SECRETARY**
- **TREASURER**
- **MEMBERSHIP SECRETARY**
- **CONCESSIONAL REGISTRATION OFFICER**
- **EVENTS COORDINATOR**
- **TECHNOLOGY, DESIGN & COMMUNICATIONS DIRECTOR**
- **MAGAZINE EDITOR**

PRESIDENT

REQUIREMENTS AND RESPONSIBILITIES:

- Oversee the General Management of the club
- Be the primary point of contact for the club.
- Chair all executive and club meetings
- Represent the club in formal situations
- Prepare meeting agendas in consultation with Secretary
- Review reports from committee members (this can be done informally but president needs to have a knowledge of all aspects of the club).
- Write a bi-monthly "A note from the President" for Rolling.
- Respond to requests from all members in a prompt and professional manner.
- To be a signatory on the club bank account.

VICE PRESIDENT

REQUIREMENTS AND RESPONSIBILITIES:

- To fill the role of President when he/she is unavailable for any reason
- To support the President in the role as required.
- To be a signatory on the club bank account.

CLUB SECRETARY

REQUIREMENTS AND RESPONSIBILITIES:

- Assisting with the General Management of the club
- Respond to requests from all members in a prompt and professional manner.
- To be a signatory on the club bank account.

Meetings:

- Prepare agenda in consultation with president. Include new members to be voted into club since previous meeting.
- Record minutes of meetings
- Distribute either minutes or summary of informal meetings to all members/executive as appropriate
- Receive & attend to any incoming mail & emails.
- Attend to any out-going mail as requested.

A.G.M

- Notify all members (by email or post) of AGM, including date & venue.
- Prepare & send with above, nomination forms for positions.
- Prepare agenda & take minutes & distribute. Include reports from office bearers.
- Send membership renewal notices as due 30th June each year.

TREASURER

REQUIREMENTS AND RESPONSIBILITIES:

- Assisting with the General Management of the club
- Respond to requests from all members in a prompt and professional manner.
- Keep a record, balanced with bank statements, of all transactions, receipts & payments, including PayPal.
- Notify Membership Secretary of member payments on a regular basis.
- Write receipts for all incoming monies.
- Keep invoice /dockets of all payments.
- Bank funds within 1 week of receipt.
- Pay any accounts promptly with 2 signatures on the cheque. Preauthorisation can be made at a club meeting for known expenses.
- On notification from Depart. Of Fair Trading (approx. July/Aug) a copy of the financial statements is presented & an annual fee paid.
- Prompt payment for Rolling Magazine when emailed account is received.
- Ensure that Insurance is paid approx. Oct.
- Preparation of financial details for Rolling magazine report. (If required)
- Preparation and Presentation of Treasurers report at all meetings.
- Preparation and Presentation of Annual Treasurers report at AGM.
- To be a signatory on the club bank account.

MEMBERSHIP SECRETARY

REQUIREMENTS AND RESPONSIBILITIES:

- Assisting with the General Management of the club
- Respond to requests from all members in a prompt and professional manner.
- Keep a current membership list – adding new & removing resignations / non-renewals after 30thSept.
- Keep an all-time membership list with membership number.
- Accept membership application forms & record details, including car details.
- Add new members to Rolling Magazine mailing list & notify Vic. Club prior to bi-monthly posting.
- Notify SSVc Magazine Editor of new members to be included in each publication.
- Provide details of new members to Dating Officer noting particularly car details.
- Notify treasurer of new members/renewals to cross check on payments, particularly direct deposits / PayPal.
- Prepare membership cards – new & annually (cross check on payment with treasurer).
- With treasurer, personalize welcome pack & forward to new member.
- To be a signatory on the club bank account.

CONCESSIONAL REGISTRATION OFFICER

REQUIREMENTS AND RESPONSIBILITIES:

- Respond to requests from all members in a prompt and professional manner.
- Understand the requirements of the SIV scheme and adjust as rules change.
- Explain these requirements to members/potential members as requested.
- Keep record of model & year of all registered club cars (as per membership forms)
- Keep a record of CLUB REGISTERED if required.
- Verify age of cars applying for Club Registration if required according to DMR requirements.
- Prepare and present club registration paperwork to members as requested
- Report all issued documents to the committee.
- Receive and process any SIV usage requests or Impromptu Event requests via website and Members Board.

EVENTS COORDINATOR

REQUIREMENTS AND RESPONSIBILITIES:

- Assisting with the General Management of the club
- Respond to requests from all members in a prompt and professional manner.
- Prepare an annual program of events / meetings for the club.
- Prepare a bi-monthly program of events / meetings for the club.
- Source ideas from all members to cover the various ages & interests of members.
- Keep a liaison with other clubs & Volvo interests.
- Submit forward program to Rolling via Magazine Editor (SSVC)
- Prepare &/or delegate, details of a club event such as time, meeting places etc.
- Lead or organise/delegate a leader for each event as required.
- Notify (via email, web) all members of event details with the assistance of the webmaster/ secretary as required (including direct creation of events on Facebook)
- Organise/Delegate reporter& photographer at events where possible and have it sent to **Magazine Editor** (SSVC)

TECHNOLOGY, DESIGN & COMMUNICATIONS DIRECTOR

WEBSITE AND BRANDING DEVELOPMENT, MAINTENANCE, SUPPORT AND MARKETING

REQUIREMENTS AND RESPONSIBILITIES:

- Monitoring the support emails and addressing any concerns or issues members and committee may have with the website.
- Brand Management and Design Across Club Assets and Materials
- Design of any club materials for digital release and print.
- Ensuring the club visuals across all physical and digital platforms are recognisable etc.
- Maintaining Membership benefits and promotions.
- Ensuring all contact details and club access is up to date across online club listings, Google Business listings and so on.
- Tech Administration i.e., Server backend work such as email accounts and ensuring committee has access to adequate tech facilities
- Digital Communications (Email, social media, Phones)
- Technology support and installation across committee and club (e.g. label printers, portable devices and similar club-owned and operated property)
- Access to a personal Facebook account without restrictions.
- Proficiency in web design platforms such as WordPress and WooCommerce Extension, PHPBB and other in-use technologies.
- Coding knowledge in HTML, CSS, PHP, ASP.NET,
- Proficiency in Mailchimp and Facebook Business Suite
- Proficiency in Domain Management and SSL Certificate Installation and Maintenance
- Access to the necessary hardware and software to ensure role responsibilities are met
- Experience using cPanel server control panel, MySQL and related technologies in use on club server.

MAGAZINE EDITOR

REQUIREMENTS AND RESPONSIBILITIES:

- A good understanding of publishing software.
- Owns or has access to suitable software/hardware to prepare the magazine submission.
- Good grammatical and spelling skills and attention to detail.
- Respond to requests from all members in a prompt and professional manner.
- Collect items from members for SSVC pages.
- Work closely with Events Coordinator.
- Obtain up-to-date list of new members from membership secretary.
- Obtain President Report & any other reports as seen appropriate for that issue.
- Arrange specified SSVC pages and send to Rolling Editor by closing date.
- Keep a record of all submissions