

Veteran Car Club Of Australia (Tasmania) Inc

DUTY STATEMENTS

GUIDELINES

**Amended and passed by the Executive Committee
on 13th November, 2022**

Veteran Car Club of Australia (Tasmania) Inc

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Veteran Car Club of Australia (Tasmania) Inc

Duty Statements – Guidelines

CLUB PRESIDENT

Reference :- Constitution 9.2 – 9.9

Responsible to :- Executive Committee and Members of the VCCA (Tas) Inc

Responsible for :-

1. Chairmanship of the Veteran Car Club of Australia (Tasmania) Inc.
 2. Chairmanship of all General meetings of the club.
 3. Chairmanship of the Executive Committee.
 4. Ensuring that the club and all sections adhere to the Constitution, By-Laws, Code of Conduct, Tour guidelines and follow the Duty Statements-Guidelines.
 5. Reporting in Small Torque, items considered to be of interest to members.
- 1.

The Veteran Car Club of Australia (Tasmania) Inc

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STATE EXECUTIVE SECRETARY

Reference Constitution 9 (para 2+6) 10 (para1+2) 12. 25 (para6) and 54(para 1)

Responsible to: Club President and Executive Committee

Responsible for:

1. The recording, compilation and circulation of all, Club General meetings and Executive Committee meetings.
2. Executing all resolutions arising from those minutes that require action by the Club and conveying to Sections or specific officers any action required of it/them by resolution of those minutes.
3. Ensuring appropriate notice is given for all Club General and Executive Committee meetings.
4. Compiling the Club Annual Report documents for presentation to the Club Annual General Meeting.
5. Responding to all requests for guidance/assistance from Sectional Committees, officers or members.
6. Performing all tasks allotted to them by the Club President that are of a reasonable nature for such an officer and in accordance with the Constitution, By-laws, Code of Conduct, Tour Guidelines and Duty Statements-Guidelines.
7. Send Electronic copy of Executive Committee Minutes to Webmaster as soon as

practical after said meeting.

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Duty Statements - Guidelines

STATE EXECUTIVE TREASURER

Reference: - Constitution 31-32-33-44.2-47-48

Responsible to: - Club President and Executive Committee

Responsible for: -

1. Keeping proper books of account in respect to the Executive Committee and any legally constituted sub-committee thereto and for the preparation of end-of year financial statements in accordance with the format advised by the Club Auditor.
2. Present financial statements to the State Executive Committee as required.
3. Respond to all requests for guidance/assistance from Sectional Committees, officers or members.
4. Performing all tasks allotted to them by the Club President that are of a reasonable nature for such an officer and in accordance with the Constitution, By Laws, Code of Conduct and Tour guide lines.

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SECTIONAL PRESIDENT

Reference Constitution 39 – 40

Responsible to Club President and Sectional Committee

Responsible for:-

1. Chairmanship of the incumbent section that they represent, including Annual General, General and all Sectional Committee meetings.
2. Preparedness to deputise and carry out the duties of Club President, should they be unable to carry out these duties, for whatever reason
3. Attendance at and participation in Executive committee meetings.
4. Ensuring, under the direction of the Executive Committee and the Club President, that their Section adheres to the Constitution, By-Laws, Code of Conduct, Tour guidelines, Accounting procedures and Duty Statements-Guidelines.

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SECTIONAL VICE PRESIDENT

Reference Constitution: 40/5

Responsible to:- Sectional President

Responsible for:-

1. Preparedness to deputise for the sectional President, in their capacity as Chairman of the section, if they are unable to perform their duties, for whatever reason.
2. Attendance and participation in Executive Committee meetings.
3. Performing all tasks allotted to them by the Sectional President that are of a reasonable nature for such an officer and in accordance with the Constitution, By laws, Code of Conduct, Tour guidelines, Accounting procedures and Duty Statement-Guidelines.

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SECTIONAL SECRETARY

Reference: - Constitution 19 (paras 1 ,2+3) 39 (para 6)

Responsible to: - Sectional Committee

Responsible for: -

1. The recording, compilation and circulation of all sectional Annual General, General and Committee meeting minutes as soon as practical after said meetings. Presentation of last meeting minutes at next meeting for ratification. Maintain an archive of all sectional minutes.
2. Executing all resolutions arising from such minutes that require action by the Section
3. Ensuring appropriate notice is given for all Sectional Annual General, General and Committee meetings.
4. Attendance at and participation in Executive meetings.
5. Provide inwards and outwards correspondence for consideration at Sectional meetings.
6. Send electronic copy of Section Committee, General and Annual Minutes to Webmaster as soon as practical after said meeting.

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Duty Statements - Guidelines

SECTIONAL TREASURER

References: - Constitution Paras 44, 45, 46, 47 and 48.

Responsible to:- Sectional Committee

Responsible for:-

1. Keeping proper accounts for the section, and for the preparation of end-of-year financial statements in accordance with the format advised by the Club Auditor. All Section books, records, accounts and other such records shall be forwarded to the auditor, immediately at the end of the financial year, for the purpose of auditing, a stamped self- addressed envelope is to be included for return postage of books etc. To forward an original copy of the auditor's report to the Executive Secretary and the Executive Treasurer on completion of the audit.
 2. Ensuring all accounts for payment are authenticated and approved by the Sectional Committee and countersigned by the Sectional President, Secretary or any two section committee members. If there is a likelihood of payments exceeding \$5,000.00 in any one month, authority must be obtained from the State Treasurer prior to expenditure.
 3. The preparation of monthly financial statements for presentation at Sectional Committee meetings. To supply a copy of the sectional monthly financial report to the Executive Treasurer.
 4. Prepare a Membership List when subscription renewals close on the 31st August. Copies of the completed list are to be forwarded to the Executive Secretary, Executive Treasurer, Section President and Sectional Technical Officer. All changes to member details occurring during the subscription year, shall be forwarded to the Executive Treasurer and the State Editor for Data Base updating.
 5. At the close of subscription renewals (1st Sep) remit the " Annual General Meeting" agreed percentage of subscriptions to the Executive Treasurer. The remainder of subscriptions are held by the section for expenses. When new members join, remit the agreed percentage of joining subscription (nomination fee excluded) to the Executive Treasurer.
- Subscriptions shall be on a descending percentage dependant on date of joining as shown: -
- July 01 to Sept 30 Full amount
 - Oct 01 to Dec 31 $\frac{3}{4}$ of amount
 - Jan 01 to Mar 31 $\frac{1}{2}$ of amount
 - After April 01 $\frac{1}{4}$ of amount
- Plus Nomination Fee as set down. 7

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SECTIONAL EDITOR

Reference: -

Responsible to: - Sectional Committee and State Editor

Responsible for: -

1. Receiving and editing (if necessary) all articles from Section members for inclusion in State Magazine (Small Torque)
2. Maintain an up to date calendar of Sectional events for inclusion in magazine.
3. Submit articles to State Editor by designated date each month.
4. Be a member of the Section committee.

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SECTIONAL REGISTRAR

Reference :-

Responsible to:- Section Committee and Executive Committee

Responsible for :-

- 1.To keep a register for recording, the time, date and intended route of any conditionally registered vehicle which is intended to be used on a public road for the purpose of tuning, maintenance or repositioning where the trip will/may exceed 10 Kilometres.
- 2.To keep a record of time, date and starting point of all events.
- 3.To advise the Section Committee of any deviation to intended route by any club member when not satisfied with members explanation.

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SECTIONAL TECHNICAL OFFICER

Refence By-Laws Part A 2.6/a

Responsible to:- Section Committee and Executive Committee

Responsible for:-

1. The inspection of all conditionally registered vehicles prior to initial registration.
- 2.To be an approved scrutineer as required by the Department of Infrastructure, Energy and Resources.
- 3.Technical Officers should liaise with each other to ensure a uniformity of approach to their duties
- 4.Attendance at and participation in Executive meetings.
- 5.Provide technical advice and practical assistance, if possible, to any member experiencing difficulties in either restoration or maintenance of a vehicle.
- 6.To inspect and note, current membership cards before the issue of any registration forms.

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CHAIRMAN OF STATE DATING COMMITTEE

Responsible to: Executive Committee

Responsible for:

1. Co-ordinating and allocating the research on dating of vehicles to committee members.
2. Liaison with affiliated and like Clubs on dating procedures.
3. Providing information to members on request, relating to dating of vehicles.
4. Issuing of dating certificates relevant to vehicles dated.
5. Compiling a database for future dating.
6. Encouraging the dating of members vehicles.
7. Encourage the authenticity of members vehicles.
8. Promote restoration of original parts in restorations.

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STATE EDITOR

Reference: -

Responsible to: - Executive Committee

Responsible for: -

1. The publication of 'Small Torque' on the predetermined deadline each month.
2. The Editorial content therein.
3. Liaising with Sectional editors regularly to ensure their input is maintained.
4. Negotiating with the printers to ensure a high standard of publication is set and maintained.
5. Procuring paid advertising where possible, appropriate and practical to defray production and distribution costs.

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Duty Statements - Guidelines

STATE TOUR DIRECTOR

Director State Tour

Reference :- By - Laws Part 'C'

Responsible to Executive Committee

- 1.To form a suitable committee, preferably including some members with prior tour experience.
- 2.Working with his committee, propose an outline of the proposed routes and places of interest to take to the Executive for approval.
- 3.To publish proposed tour details in Small Torque as early as practical.
- 4.To delegate tasks to the committee members.
- 5.To arrange meals and tour dinner venues.
- 5.To organise a "Tail-end-charlie" if considered necessary
- 7.To organise the awarding of trophies as directed by the Executive committee and to organise the engraving of said trophies.
- 8.To publish entry details with tour itinerary and costs in Small Torque 3 months prior to tour
- 9.To ensure that only the vehicle that is nominated on the Tour Entry form, takes part in the rally. In the event of a vehicle breakdown or other compelling reason for being unable to comply with above; the Tour Director may use their discretion and allow a change of vehicle; their decision is final and binding.
- 10.To have ultimate authority over the tour, once it has commenced
- 11.To publish a tour report in Small Torque and report to Executive, once the tour is completed.

Rs revised 1/9/2023

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WEBMASTER

Reference: -

Responsible to: - Executive Committee

Responsible for: -

1. Production and ongoing maintenance of the Veteran Car Club of Australia (Tasmania) Inc Website.
2. Editorial content.
3. Web information complying with the Veteran Car Club ethos.
4. Updating the Website to ensure that the information is current and accurate.
5. Encourage Club member participation.
6. Gaining approval from the State Executive committee prior to implementing and major change to the content of the website.

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GRANT APPLICATIONS - Guidelines

Reference Constitution 34 & 49 (Paragraphs 2 & 3)

Responsible to: Club President and Executive Committee

Responsible for:

1. Obtain grant details from grant source and present to Executive committee for approval to proceed with application. Should the application have a very short "lead in" time the State President should be consulted in regard to a "phone around" to Executive members for approval or rejection of application.
2. Ensure that the constitution is followed in regard to application, in particular Numbers 34 and 49 Paras 2 and 3 which concern the club seal and signatories.
3. Pay particular attention to State and Federal law whilst compiling the application.
4. Guidance may be obtained from the Executive committee if required to assist in compiling the grant application and its associated paperwork.