

TATIARA KARTING CLUB – BORDERTOWN

ROLES & RESPONSIBILITIES OF THE COMMITTEE

Club President (Account signatory and approval for online bank transactions) ANDREW ROWETT

The President is the principal leader of the Club, and has overall responsibility for the Club's administration. A thorough knowledge of the Club constitution and meeting procedures is required, as well as an aptitude for planning:

- Sets the overall annual Committee 'agenda' (consistent with the views of members)
- Coordinate a Club Development Plan, in consultation with the Executive Committee (and consistent with the views of members).
- Helps the Committee prioritise its goals.
- Must be well informed of all Club's activities.
- Have a good working knowledge of the Constitution, rules & duties of all officials.
- Manage Committee and/or Executive meetings (as Chairperson).
- Manage the Annual General Meeting.
- Represent the Club at local, regional levels.
- Represent the Club at supporting affiliation meetings.
- Report to the Club on the outcome of meetings held by the Affiliated Association. Present to the Affiliated Association any resolution or recommendations and vote on matters raised, as may be required, on behalf of the Club.
- Liaise with other Clubs.
- Be a supportive leader for all members.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
- To liaise with and develop closer working relationships with local councils, local communities and fellow sporting clubs to further develop the betterment of the sport.
- Co-ordinate working bees
- Co-ordinate race day events and notifications
- Manage Race Day Drivers Briefing and Presentations
- Co-ordinate Set up / Pack up for events including lighting
- Understand Roster Systems
- Manage Key Register

Vice-President VAUGHAN COLWILL

The Vice President – assumes the responsibility of the President in his/her absence, as required, and is responsible for the development of club.

- Chairs all meetings, as may be required, in the absence of the President and in accordance with the Rules of the Constitution.
- Assist the Communications & Marketing Team in promoting club events, working bees and social activities, where required.
- Attends Affiliated Association meetings in the absence of the President.
- Officiate, and represent the Club, at any function should the President be unable to attend.
- Co-ordinate administration tasks including nominations, event officials, event preparation.
- Regularly communicate with, and provide information to members.

TATIARA KARTING CLUB – BORDERTOWN

Club Secretary (Account signatory and approval for online bank transactions) SCOTT WILLIAMSON

The Club Secretary is the primary organiser of the Club and is responsible for effective administration.

- Ensure reports are submitted and received from connecting government associations and affiliated associations as required.
- Attend and minute all meetings as per the Club's constitution.
- Prepare and distribute meeting agendas and minutes.
- Attend to all correspondence for and on behalf of the Club.
- Maintain a record of all Club Information, Committee Members and Club Representatives.
- Maintain Club filing system and records. Ensure soft copy files (USB files) are backed up.
- Coordinate processing of registrations and maintenance of members including database updates.
- Receives and distributes licence books and information regarding licencing
- Collect Race Day Programs for events
- Update all committee members official documentation (first aid, covid marshals, police checks etc)
- Update and review insurance policies annually
- Represent the Club at supporting affiliation meetings when required
- Annual General Meeting advertising and minutes

Assistant Secretary TERRI WILLIAMSON

Roster Secretary TERRI WILLIAMSON

- Create annual rosters and event rosters including maintenance for grounds, building, toilets, canteen, lap scoring, covid marshals
- Assist with the co-ordinating rosters at each event

Treasurer (Account signatory and approval for online bank transactions) BELINDA NEALE

The Treasurer is responsible for assisting and entering data and completing reports in co-ordination with the Events Treasurer and the Canteen Treasurer.

- Liaise and discuss outcomes with Events Treasurer and Canteen Treasurer regularly.
- Enter all transactions (receipts and payments) promptly.
- Make all approved payments promptly.
- Invoice all groups/members promptly for rentals (eg building, equipment) as required.
- File and maintain accurate and up-to-date records of all income and expenditure.
- Prepare regular bank account reconciliation statements and financials for presentation to the committee.
- Be fully informed about the financial position of the organisation at all times.
- Acquit funds received from government grants and submit the necessary financial statements.
- Prepare financial accounts for auditing as required.
- Prepare all necessary financial statements for inclusion in the annual report.
- Coordinate the preparation of budgets for the forthcoming year describing potential sources of income and expenditure as required.
- Act as the signatory on the Club's bank accounts, cheque accounts, and investment facilities (with at least one other committee member).

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Events Treasurer (Account signatory and approval for online bank transactions) BEV HARRIS

The Events Treasurer is responsible for implementing and maintaining the Club's events and nominations transactions systems.

- Issue receipts and deposit for all nomination and event monies received in the Club's bank account.
- Forward to the Treasurer all receipts issued and moneys received in the Clubs bank account.
- Liaise with the Treasurer regarding event financial reports and reconciliation for entry into the system.
- Make all approved payments promptly as required.
- Be accountable for the Club's petty cash and report all moneys to Treasurer for entry.
- Manage Memberships receipts and moneys received.
- Act as the signatory on the Club's bank accounts, cheque accounts, and investment facilities (with at least one other committee member).
- Manage the club's cash flow for events.
- Be fully informed about the financial position of the organisation at all times.
- Recommend investment strategies for surplus funds.
- Forward any items to the Treasurer for the annual report preparation as required.
- Coordinate with the Treasurer the preparation of budgets for the forthcoming year describing potential sources of income and expenditure.
- Liaise and discuss outcomes with Treasurer regularly.

Sponsorship and Trophies: JAMES RODDA

- Co-ordinate Race Day sponsorship and prizes
- Create prize packages, deliver on race days and set up presentation classes

Nomination Secretary & Website: BRETT BILLING

The Nominations Secretary and Website Officer is responsible for the set up of each event online, the prompt processing of nominations (with the assistance of the Club Secretary and other committee members) and for the timely maintenance of each event as required.

- Compiles all nominations and ensure accuracy of information, and determination event schedules.
- Coordinate any requests event changes prior to the event.
- Complete additional services online that can add value to the Club.
- Manage and approve nomination entry's on race days.
- Co-ordinate event programs for printing.
- Updating website and online pages.
- Keep accurate records of event data

Website Assistant: TERRI WILLIAMSON

Building Cleaning Maintenance (Club rooms and Toilets)

- Rostered System

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Grounds Maintenance Co-ordinator: ANDREW ROWETT

- Mower Maintenance and Fuel
- Mowing, Watering, Spraying Co-ordinator

Rubbish removal and collection: ASHLEY NITSCHKE

Publicity Officer: SANDY NITSCHKE

- Submit newspaper results and advertising
- Arrange radio advertising and announcements for events when required

Social Media Officer: CONNOR LANGDON

- Arrange and submit Facebook posts – Event Advertising and member information updates.
- Pre event marketing
- Sponsorship marketing - Follow Gold, Silver, Bronze sponsorship program requirements.
- Nomination announcements

Social Media Trophy Results: RACHEL COLWIL

- Collect event results at end of meet.
- Take photos podium results for all classes
- Create 1 post for all results writing classes under each photo
- Mention sponsor thank you and name the Race Day Sponsor for each trophy result.
- Take photographs of event action at your own discretion for event marketing on facebook.

Canteen Coordinator: SANDY NITSCHKE & ALI THORNE

- Co-ordinate ordering, delivering and stock levels for each meet
- Coordinate purchase of stock and float.
- Co-ordinate additional food van facilities
- Assist in coordinating and implementing yearly canteen roster including canteen event co-ordinator, order collection, cleaning maintenance and event volunteers.
- Maintain canteen instruction folder for volunteers to access.
- Identify and implement opportunities to increase the canteen's turnover.

Canteen Treasurer: DEB STONE

- Provide a financial report to the Treasurer to confirm expenses & revenue from the canteen.
- Reconcile canteen purchases, stock invoices and float.
- Liaise with Treasurer regarding all reconciliation reports.

PA Systems: JEREMY NEALE

- Set up, pack up and co-ordinate PA for each event

Bar Manager: JASON RODDA

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Quick Grid and Lap Scoring Co-ordinator: JEFF WIESE | TERRI WILLIAMSON

- Assist in coordinating lap scoring roster
- Cleaning and maintaining scorer building
- Stationery, Paper and Printer Ink purchases
- Quick Grid Download and pre race meet checks (Print nomination and sign in sheet each meet)
- Pre event nomination changes on quick grid
- Set up race order grid board at pits shed
- End of year club champion points calculations

Scrutineer: ASHLEY NITSCHKE

Club Safety Officer: (First Aid) DAVID WILL

The Safety Officer is responsible for the health and safety of members and visitors:

- Develop and implement a comprehensive Occupational Health and Safety policy covering: training, competition, social, equipment, other etc.
- Ensure Club members and visitors are aware of and understand the policy.
- Keep a record of all accidents and incidents and provide copies to the Executive Committee.
- Maintain first aid room and a comprehensive first aid kit.
- Conduct risk assessments.
- Assume duties and responsibilities of Child Safety officer.

Track Preparation REILLY SANDERS | JOSH WILL

- Maintain vehicles, fuel and water truck
- Pre event Watering, Grading, Rolling
- Race Day Watering, Grading, Rolling

Chief Starter: HARRY (F HARRIS)

- Set up flag, lap boards, finish line cones
- Check and test safety lights
- Count laps

Grid Marshall Co-ordinator: BRIAN HAUSLER

- CB Radio co-ordinator (incl power charging)
- Race order announcements on PA
- Grid line up
- Gate opening for each heat co-ordinated with chief starter (flags)

Chief Steward: LAWRIE TUCKER

Chief Steward Assistant: REILLY SANDERS

TATIARA KARTING CLUB – BORDERTOWN

SUB COMMITTEES

Merchandise and Uniform

Committee: Sheridan Rowett, Scott Williamson, Jaime Jenkin

- Compile and maintain a record of all Club equipment and uniforms.
- Order all uniforms and reflective safety vests for officials.
- Manage merchandise and ordering for major events as required.
- Ensure that the Club equipment is maintained and is safe for use.

GADKM – March

Junior Kart Championships Final – October