

TATIARA KARTING CLUB - BORDERTOWN

COMMITTEE POSITIONS

President
Vice President
Secretary
Assistant Secretary
Treasurer
Events Treasurer
Canteen Treasurer
Roster Co-ordinator
Sponsorship and Trophies
Nomination Secretary & Website
Website Assistant
Grounds and Building Maintenance
Rubbish removal and bins
Publicity Officer
Social Media Officer
Social Media Trophy Results
Canteen Co-ordinator
PA Systems
Bar Manager
Lap Scoring and Quick Grid Co-ordinator
Scrutineer
Safety Officer
Track Preparation
Chief Starter
Grid Marshall
Chief Steward
Sub Committee: Merchandise and Uniforms
Sub Committee: GADKM
Sub Committee: Junior Kart Championship FINAL

Responsibilities of the Committee

The Club Committee has a responsibility to manage the Club on behalf of its members.
The Committee must:

- Conduct long term planning so that the aims and objectives of the Club are fulfilled.
- Develop policy and procedures.
- Manage external relations and advocacy issues.
- Obtain resources and ensure that all financial and legal matters are properly managed.
- Carry out the recommendations of members.
- Regularly communicate with, and provide information to members about the running of the organisation.
- Ensure that all members of the Committee act as leadership role models.

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Vice President
Secretary

Treasurer
Events Treasurer
General Committee Positions

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 and national levels.
- Represent the Club at supporting affiliation meetings.
- To report to the Club on the outcome of meetings held by the Affiliated Association. To 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 – suggest president create roster system
- 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 Dirt Karting.

- 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.
- Attend and minute all meetings where possible.
- 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.

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 all meeting's 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.
- Collect Race Day Programs for events
- Update all committee members official documentation (first aid 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

Membership & Licencing Officer

JAIME VIRGIN

The Membership & Licencing Officer is responsible for receiving memberships via email, reconciling membership payments, confirming receipt of licence applications via email, preparing logbooks, offering members process info once memberships & licences are finalised.

Accesses - New email address, Website access, AIDKA licencing access

- AIDKA to send bulk logbooks at beginning of year (Jan)
- Officer to follow up with AIDKA Secretary if required
- Member applies and pays for online Membership
- Officer receives email notification and reconciles payment with Treasurer
- Officer confirms any missing information required
- Officer has access to website for exporting membership forms and obtaining details
- Officer keeps spreadsheet listing of all current members (can be exported from website)
- Officer receives AIDKA Licencing Verification.
- Officer accepts or declines via Licence Work Queue on AIDKA App on website
- Member will receive email from AIDKA re: AIDKA App & logbook
- Officer to create logbook with Name on front cover, TKC Stamp & licence No.
- Member to contact Officer for collection of logbook
- Additional logbooks to be arranged with AIDKA Secretary if required through out season
- Members to contact Officer for signing off licence upgrades
- Officer to email photo of logbook and send to AIDKA Secretary via text or email
- Member to check AIDKA App within 2 days to confirm upgrade change
- Attend Sign In where possible

Roster Secretary

TBA

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 President and Canteen Treasurer regularly.
- Enter all transactions (receipts and payments) promptly.
- Make all approved payments promptly.
- Invoice all groups/members promptly for rentals, sponsorship, (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 management committee member).
- Issue receipts and deposit for all nomination and event monies received in the Club's bank account.
- Be accountable for the Club's petty cash
- Manage Memberships receipts and moneys received.
- Manage Payment Portals (including PayPal, Square Reader etc)

Trophies:

TEAGAN TRANTER

- Co-ordinate Race Day Sponsorship and Prizes
- Finalise classes and pre-order
- Inv to Treasurer for payment
- Create prize packages for each class, deliver on race days and set up presentation table for classes

Sponsorship:

ANDREW ROWETT

- Co-ordinate Race Day Sponsorship and Prizes
- Record all sponsorship & liaise with Treasurer, Nominations & Marketing

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:

TERRI WILLIAMSON

- Updating website and online pages, yearly calendar etc.

Club rooms and Toilets Cleaning & Maintenance:

- Rostered System

Grounds Maintenance Co-ordinator:

TBA

- Mower Maintenance and Fuel
- Mowing, Watering, Spraying

**Rubbish removal and collection:
ASHLEY COOK, ROBERT MOCK**

**Social Media Officer:
SCOTT & TERRI WILLIAMSON, RACHEL COLWILL**

- Arrange and submit Facebook Media – Event Advertising and Member information updates.
- Pre event marketing guideline – 2 sponsors post in the 2 weeks prior, 1 additional post about the event.
- Inform Nominations are open – 1 weeks before nomination close date, 2 reminders (1 post 3 days prior, 1 post the day prior)
- Follow Gold, Silver, Bronze sponsorship program requirements.
- Additional marketing for major events as discussed or required.

**Social Media Trophy Event Results:
RACHEL COLWILL**

- 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 & ASSISTANT TBA**

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

**Canteen Treasurer:
JEREMY NEALE**

- 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:
ASHLEY EKINS**

- Co-ordinate float for bar with Treasurer
- Order and purchase alcohol on Woolshed Inn Account
- Set up, pack up each event (incl stock fridges)

**Quick Grid and Lap Scoring Co-ordinator:
TERRI WILLIAMSON**

- Co-ordinate 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 race meet nomination changes on quick grid
- Set up race order grid board at pits shed
- MyLAPS set up & AIDKA App transfers

End of Year Club Points
JEREMY NEALE

- Calculate club points each season and liaise with trophy co-ordinator.

Scrutineer:
ASHLEY EKINS

- Co-ordinate team of scrutineers for each event

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
ANDREW ROWETT | JOSH WILL, BEN STONE, JAMES RODDA, REILLY SANDERS, ASHLEY COOK

- Maintain Vehicles and Fuel
- Pre Race Day Watering, Grading, Rolling
- Race Day Watering, Grading, Rolling

Chief Starter:
DAVID WILL | JOSH WILL, JAMES RODDA, SCOTT WILLIAMSON

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

Grid Marshall Co-ordinator:
BRIAN HAUSLER

- Race order announcements on PA
- Grid Line up
- Gate opening for each heat co-ordinated with chief starter (flags)

Chief Steward:
LAWRIE TUCKER

- Coordinate Steward for each event and notify event co-ordinators when payment is required
- CB Radio co-ordinator (incl power charging)

Chief Steward Assistant:
JAMES RODDA

Merchandise and Uniform Coordinator:
Jaime Virgin assisted by Sheridan Rowett

- 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.

Sub Committees:

1. **Executive Committee**
2. **Disputes Committee**
3. **GADKM – March**
4. **Masters Games**
5. **Junior Kart Championships Final – October**
6. **National Dirt Kart Titles – October**
7. **Limestone Coast | King of the Dirt**