

# **TATIARA KARTING CLUB - BORDERTOWN**

## **COMMITTEE POSITIONS**

President  
Vice President  
Secretary  
Treasurer  
Membership & Licencing Officer  
Public Officer  
Sponsorship Co-ordinator  
Trophy Co-ordinator  
Nomination Secretary & Website  
IT Officer  
Ground Maintenance  
Rubbish removal and bins  
Social Media Co-ordinator  
Social Media Trophy Results  
Canteen Co-ordinator  
PA Systems  
Bar Manager  
Lap Scoring and MyLAPS/Quick Grid Co-ordinator  
Scrutineer Co-ordinator  
Safety Officer  
Track Manager  
Chief Starter  
Grid Marshall  
Stewards Co-ordinator  
Uniform & Merchandise  
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.

## **COMMITTEE POSITIONS**

President  
Vice President  
Secretary  
Treasurer  
General Committee Positions

## **ROLES & RESPONSIBILITIES OF THE COMMITTEE**

### **President (Account signatory and approval for online bank transactions)**

#### **BANK ACCESS, EMAILS**

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)
- Co-ordinate a Club Development Plan, in consultation with the 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.
- 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.
- 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 – roster system or other
- Organise with Vice President end of year presentations, including return of perpetual trophies and update engraving

### **Vice-President**

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

- 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.
- Assist in co-ordinating administration tasks including nominations, event officials, event preparation.
- Regularly communicate with, and provide information to members.

### **Secretary (Account signatory and approval for online bank transactions)**

#### **BANK ACCESS, LOGINS, EMAILS**

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
- Report in coming and out going correspondence at meetings
- Maintain a record of all Club Information, Committee Members and Club Representatives
- Maintain Club filing system and records. Ensure soft copy files are backed up
- Co-ordinate processing of registrations and maintenance of members including database updates
- 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
- Maintain a copy of all club equipment. Asset Register.
- Manage keys & security

### **Membership & Licencing Officer**

#### **EMAILS, AIDKA LICENCING ACCESS, WEBSITE ACCESS, CLUB STAMPS**

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.

- Arrange with AIDKA to send bulk logbooks at beginning of year (Jan)
- Receive membership email notifications and reconcile payments with Treasurer
- Create and update membership listing for committee reference (can be exported from website)
- Include and register club life members at the beginning of each year
- Receive AIDKA membership approvals via Aidka Licencing Access
- Officer to create logbook with Name on front cover, TKC Stamp & licence No.
- Arrange collection or hand out of all log books
- Arrange additional logbooks with AIDKA Secretary if required through out season
- Manage members licence upgrades when required throughout the year
- Attend Sign In where possible

### **Treasurer (Account signatory and approval for online bank transactions)**

#### **BANK ACCESS, LOGINS, EMAILS, SQUARE READER, PAYPAL, Post Box keys**

The Treasurer is responsible for assisting and entering data and completing financial reports.

- Liaise and discuss outcomes with President regularly.
- Enter all transactions (receipts and payments) promptly.
- Make all approved payments promptly.
- Apply refunds when required on all platforms.
- Invoice all groups/members promptly for rentals, sponsorship etc.
- 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.  
Add headings (Format > Paragraph styles) and they will appear in your table of contents.
- port.
- Co-ordinate 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, and investment facilities (with at least one other management committee member).
- Manage all nomination and event monies received in the clubs finance/bank accounts.
- Be accountable for Club event floats and petty cash.
- Be accountable for Club electronic, payment devices.
- Reconcile canteen purchases, stock invoices and float.
- Manage memberships receipts and moneys received.

- Manage Payment Portals (including PayPal, Square Reader, online banking etc)
- Check mail box – PO Box 758, Bordertown

### **Trophies:**

- Co-ordinate Race Day Prizes
- Pre-order trophies once classes have been notified for each event
- Inv to Treasurer for payment
- Create prize packages for each class if not just a trophy, deliver on race days and set up presentation table for classes

### **Sponsorship:**

- Co-ordinate Race Day sponsorship and prizes
- Record all sponsorship & liaise with Treasurer
- Notify Nominations Secretary prior to opening noms for each race meeting
- Follow annual sponsorship requirements for each individual sponsor
- Create all sponsor marketing material and schedule social media posts. Liaise with Social Media Officer

### **Nomination Secretary & Website:**

#### **WEBSITE ACCESS, AIDKA PORTAL App ACCESS, QGRID ACCESS, ORBITS ACCESS, EMAIL**

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 the timely maintenance of each event as required.

- Set up yearly events on AIDKA Portal.
- Compiles all nominations and ensure accuracy of information, and determines event schedules.
- Co-ordinate any requests nom changes prior to the event.
- Manages kart number changes after nominations close.
- Complete additional services online that can add value to the Club.
- Manage and approve nomination entry's on race days.
- Co-ordinate event programs/race order forms for printing.
- Collect Race Day Programs for events where required.
- Update website, google and online pages.
- Monitor and update subscriptions for apps used.
- Keep accurate records of event data.
- Set up and attend sign in.
- Create and finale records for end of year club presentations.

### **Technical Officer:**

- Offer knowledge, support and direction for any technical computing issue.
- Attend to any software set ups, email concerns.
- Set up and maintain cloud document filing.
- Offer back end website support.

### **Club rooms and Toilets Cleaning & Maintenance:**

- Rostered System

### **Grounds Maintenance:**

Mower Maintenance and Fuel

- Mowing, Watering, Spraying

### **Rubbish removal and collection:**

- Set up & removal of rubbish
- Co-ordinate can/bottle recycling

### **Social Media Officer:**

- 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 annual sponsorship requirements.
- Additional marketing for major events as discussed or required.
- Liaise with Nominations Secretary, Sponsorship Co-ordinator and committee.

### **Social Media Trophy Event Results:**

- 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 Co-ordinator:**

- Co-ordinate purchase of stock and float
- Co-ordinate additional food van facilities
- Assist in co-ordinating 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.
- Co-ordinate regular cleaning of canteen to ensure Safe Food Regulations are adhered to.

### **PA Systems:**

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

### **Bar Manager:**

- Co-ordinate float & square reader for bar with Treasurer
- Order and purchase alcohol
- Set up, pack up each event (incl stock fridges)
- Keep bar area and fridges clean

### **Lap Scoring Co-ordinator:**

#### **WEBSITE ACCESS, AIDKA PORTAL App ACCESS, QGRID ACCESS, ORBITS ACCESS, EMAIL**

- Co-ordinate lap scoring roster
- Cleaning and maintaining scorer building
- Stationery, Paper and Printer Ink purchases
- Quick Grid & Orbits download and pre race meet checks
- Print and manage paperwork for sign in and nominations
- Liaise and set up with other technical services during events when required (live stream, speedhive, race monitor).
- Pre race meet nomination changes on quick grid & orbits
- Set up race order grid board at pits shed
- MyLAPS set up & AIDKA App transfers
- Set up and attend sign in
- Complete software upgrades on 2 scoring laptops and scoring software.

### **Scrutineer Co-ordinator:**

- Co-ordinate team of scrutineers for each event

### **Safety Officer: (First Aid)**

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.
- Regularly maintain first aid room and a comprehensive first aid kits/items.
- Conduct risk assessments.
- Assume duties and responsibilities of Child Safety officer.

### **Track Preparation**

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

### **Chief Starter:**

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

### **Grid Marshall Co-ordinator:**

- Co-ordinate Hi-Vis vests for officials prior to each race
- Race order announcements on PA when required
- Grid line up checks
- Gate opening for each heat co-ordinated with chief starter (flags)

### **Stewards Co-ordinator:**

#### **Responsible for Stewards Hi-Vis Vests and Steward Radio charging, storing and set up.**

- Co-ordinate Steward for each event and notify event co-ordinators when payment is required
- CB Radio co-ordinator (incl power charging prior to race day)

### **Uniform and Merchandise Co-ordinator:**

- Order all uniforms and reflective safety vests for officials.
- Manage merchandise and ordering for major events as required.
- Co-ordinate Uniform distribution.

## **Additional Notes - Sponsorship: Admin Role**

### **Beginning Year**

Request Annual Sponsorship – Discussions

Update Sponsor Flyer – send to sponsors where required

Record *Race* Sponsors – Name, Phone, Email, Amount, Signage, Requirement, \$Amount or goods donated

Record *GADKM* Sponsor

Create *GADKM* Sponsor Marketing Social Media

Record *JKC* Race Sponsors

Collect updated logos if required

Create & Send Invoices with thank you for sponsoring note

Organise and create *GADKM* tent sponsor Invitation

### **Quarterly**

Review and update new sponsors

Help co-ordinate kart club signage for sponsors

Check payments made - reconcile

### **Race Meetings lead up**

Communicate sponsor requirements to other committee members – eg. bar, canteen, nominations, race program, website, race meeting results, commentators, live stream

Create Facebook Posts and schedule them 2 weeks prior (text thank yous and logo images)

Collect/update sponsor videos for live stream and or social media advertising

Be involved in the sponsor banners required for each race event

Be involved in collecting donated meat or raffle items

### **End Year**

Send Sponsor thank you letter