

## **CLUB OFFICER RESPONSIBILITIES**

The Chief Executive Officer is to:

1. Ensure all executive Members are managing their areas of responsibility,
2. Formally open race days proceedings, introducing race day officials and welcome interstate drivers,
3. Conduct trophy presentations with the assistance of the promotions manager, and
4. Perform the chairperson duties (see Chairperson duties below).

The Executive Officer is to:

1. Perform the Chief Executive Officer duties in the absence of the Chief Executive Officer (see Chairperson duties below),
2. Represent the interests of ALL racing Members, and
3. Ensure all Sub-Committees are managing their areas of responsibility.

The Financial Controller is to:

1. Maintain the financial records of the Club,
2. Perform all financial transactions of the Club, including collection, banking, investment and payment of Club funds at the direction of the Executive,
3. Provide financial reports to all Executive and General Meetings,
4. Ensure all Club personal, indemnity and property insurance policies remain current and relevant,
5. Prepare and present a financial statement, duly audited, to the Annual General Meeting, and
6. Chair the Canteen Sub-Committee meetings and present the Canteen Report to each Executive and General Meeting.

The Race Director is to:

1. Ensure all the required race officials, as specified in the current manual, are in attendance at each Club competitive event,
2. Ensure all necessary training, where practical, of race officials is undertaken,
3. Ensure the functions of the Competition Sub-Committee are performed effectively,
4. Chair the Competition Sub-Committee meetings,
5. Present the Competition Report to Executive and General Meetings,
6. The duties detailed in Items 1, 2 and 3 may be delegated to an Assistant Secretary, Competition, and
7. Conduct driver's briefings.

The Member Liaison Director is to:

1. Control the issue of racing licences to Club Members and maintain a register of licensed Members,
2. Maintain a register of all financial Club Members, key holders and pit space hire,
3. Perform the general administrative duties of the position of Member Liaison Director, and
4. Assist other Club Officers in their duties as required.

The Promotions Director is to:

1. Manage all promotional and public relations activities for the Club
2. Chair the Public Relations Sub-Committee meetings,
3. Present a Public Relations report to each Executive and General Meeting,
4. Ensure the duties of the Public Relations Sub-Committee are performed effectively, and
5. Coordinate Trophy procurement and assist with presentations.

The Secretary is to:

1. Compile and maintain all minutes, records, reports and files of meetings,
2. Arrange Executive and General Meetings including venue, time and notification to Members,
3. Perform the general administrative duties,
4. Control all Club correspondence,
5. Assist the Chairperson during meetings,
6. Control the special awards within the Club that are not included in the competition calendar,
7. Assist other Club Officers in their duties as required,
8. Control the production of monthly Club newsletters, and
9. The duties detailed in Items 2 and 3 may be delegated to an Assistant Secretary.

#### Other Positions

The Chairperson is to:

1. Ensure the Club is conducted in accordance with the Constitution,
2. Chair all Executive and General Meetings, and
3. Represent the Club at all official functions and ensure the comfort and convenience of all visiting officially invited guests.

The Delegates (one each for the State Karting Council and the Fairbairn Park Control Council) represent the Club on an as needs basis, particularly at other forums where these have an impact on the interests of the Canberra Kart Racing Club and its Members.

The Safety Officer is responsible for the matters affecting the safety of the Canberra Kart Racing Club, its Members and visitors, with the primary concern relating to safety issues at the Fairbairn Park circuit.

Assistant Officers and Committee Members, not having duties laid down specifically, are to perform their respective duties as directed by the Chairperson.

## **SUB-COMMITTEE FUNCTIONS AND RESPONSIBILITIES**

The Sub-Committees are:

Canteen

Competition

Property

Public Relations

### **CANTEEN**

1. Ensure the goods and services provided are efficient, profitable and comprehensive enough to satisfy the Club Members and customers,
2. Control canteen funds efficiently and ensure that funds collected are passed to the Treasurer duly accounted,
3. Prepare a financial report for inclusion in the monthly Canteen Report to the Executive, and
4. Ensure all canteen stocks are secured and stored in a manner that will minimise the risk of financial loss to the Club.

### **COMPETITION**

1. Ensure efficient organisation of all kart racing events under the terms and conditions laid down in the current manual,
2. Record all points scored for awards sponsored by the Club,
3. Conduct all correspondence on the competition aspects of the Club,
4. Compile and maintain an annual competition calendar,
5. Ensure correctly trained race officials are provided at all Club competitive events as required,
6. Present a report at each monthly Executive and General Meeting, and
7. Ensure funds collected at competitions are passed to the Treasurer duly accounted.

### **PROPERTY**

1. Manage all Club property and grounds,
2. Maintain a register of Club property for insurance purposes,
3. Ensure all Club property and grounds are maintained in good order and operated in a safe manner,
4. Present a report at each monthly Executive and General Meeting,
5. Ensure current insurance policies are maintained on all Club property, and
6. Maintain Working Bee Roster and ensure Members are advised.

### **PUBLIC RELATIONS**

1. Ensure harmonious relations with the general public and Club Members,
2. Promote the Club in a favourable public image,
3. Promote sponsorship of Club activities,
4. Assist in the production of the Club newsletter,
5. Produce a report for presentation to each monthly Executive and General Meeting,

6. Produce an annual social calendar for Club Members and ensure social events on the calendar are conducted satisfactorily,
7. Assist in the functions of the Club involving the general public at organised activities, and
8. Compile, produce and distribute Club race day programs.