

PRESIDENT'S DUTIES



Duties of the President are as follows:

- 1 The President shall be responsible to the members of the Club for the efficient functioning of the Club.
- 2 The President shall act as Chairperson at all Committee Meetings, the Annual General Meeting and any Special Meetings that may be called.
- 3 The President shall Open and Close Club Rallies.
- 4 The President shall welcome new members, guests, and visitors at any function at which he or she is present.
- 5 The President is a member of the Executive Committee.
- 6 The President is a signatory of the Club's bank account/s.
- 7 The common Seal of the Club shall be kept in the care of the President and can only be used or affixed to any deed or document pursuant to a resolution of the Management Committee and in the presence of two members of the Management Committee, both of whom shall subscribe their names as witnesses.

VICE PRESIDENT'S DUTIES



Duties of the Vice President are as follows:

- 1 Assist the President to fulfil his/her responsibilities for the governance and success of the club.
- 2 Stand for the President and chair all General or Management Committee meetings in his/her absence.
- 3 The Vice President must have a good understanding of the President's duties and the Club's constitution and policies.
- 4 The Vice President must have leadership qualities and be a good listener and communicator with the ability to motivate and make decisions.
- 5 Ensure that the Management Committee adheres to the proposed action plans and goals of membership.
- 6 The Vice President is a member of the Executive Committee.
- 7 The Vice President is a signatory of the Club's bank account/s.

SECRETARY'S DUTIES



Duties of the Secretary are as follows:

- 1 To convene all Meetings of the Club and the Management Committee
- 2 To record and maintain full and correct minutes of all meetings of the Management Committee and the Annual General Meeting, General Meetings and Special General Meeting of the Club.
- 3 To provide the President with an Agenda for all meetings.
- 4 To attend to all matters of correspondence pertaining to the efficient functions of the Club.
- 5 To have custody of all documents and records of the Club other than those held by the Membership Secretary and the Treasurer.
- 6 To provide assistance and guidance of Constitutional matters.
- 7 The Secretary is a member of the Executive Committee
- 8 The Secretary is a signatory of the Club's bank account/s.

TREASURER'S DUTIES



Duties of the Treasurer are as follows:

- 1 Manage Accounting Software including, download the programme and installing the current data file. Ensure that the file is backed up after each bank reconciliation and a copy forwarded to the Secretary as an additional saved copy.
- 2 Manage member records in the Accounting Software including, contact details and membership invoices.
- 3 Enter receipts and payments to suppliers or member reimbursements into Accounting Software and reconcile end of month bank statements to receipts and payments.
- 4 Complete Treasurer's Report on an Excel spreadsheet with information from "Manager", bank statement and petty cash held and send Treasurer's Report to all committee members prior to meetings.
- 5 Make payments to members for reimbursed expenses. Use cash if available, alternately make payment by EFT and contact another signatory for authorisation of the transaction.
- 6 Audit Report required at the end of each financial year.
- 7 The Treasurer is a member of the Executive Committee.
- 8 The Treasurer is a signatory of the Club's bank account/s.

MEMBERSHIP SECRETARY'S DUTIES



Duties of the Membership Secretary are as follows:

- 1 Manage the record keeping of all members and all new members on the Sandgroper Website including, all personal details and rally attendance.
- 2 Attending to membership enquiries from the Secretary and other sources. If a vacancy is available, prepare a covering email for the potential new member and forward to them an Introductory letter and a list of upcoming rallies. If the Club does not have any vacancies for new members, keep a record of any persons that wish to be wait listed.
- 3 Liaise with the Rally Coordinator when a potential new member would like to attend a rally to ensure that a site is made available for them.
- 4 When a potential new member is attending a rally ensure that they have a copy of the latest Gossip and Rally Program.
- 5 If a potential member attends a second rally and shows interest in joining the Club, they are to be given a Nomination Form & an Application Form for them to complete & pay their nomination fee of \$40. When this paperwork is completed, they will be required to send the completed forms to the Secretary who will then forward copies to, the Membership Secretary, the Treasurer, and the Rally Coordinator. If the potential new member is approved by the Committee to join the Club after their third rally the Membership Secretary will order name badges, prepare the Welcome Pack, & include the new member on the website.
- 6 At the fourth rally the new member will be welcomed to the club with name badges and a Welcome Pack. The Welcome Pack will include a van number and a password for the new member to sign into the website.
- 7 The Membership Secretary will notify the Editor of names, email addresses, birthdays, and anniversaries of all new members.

EDITOR'S DUTIES



Duties of the Editor are as follows:

- 1 To publish and distribute the Club magazine, titled, ***The Gossip***.
- 2 Ensure the Program for the next Rally is included.
- 3 To inform members of proposed rallies and functions including details of any deposits required to be paid, approximate cost, dates etc.
- 4 Publish reports on past rallies and functions for the information of all members and visitors.
- 5 Publish any information the editor and Committee believe will be of interest to Club members such as, birthdays, anniversaries, committee reports and other such suitable reports as they become available for publication.

VENUE OFFICERS DUTIES



Duties of the Venue Officer are as follows:

- 1 Choose the Rally you wish to organise and register on the website as the Venue Officer for that rally.
- 2 It is suggested you choose a destination you have been to before or a place you perhaps know something about. This is not vital as it can be fun researching the area in the months before the Rally.
- 3 Well before the Rally dates check the Shire Office of the area for information on activities to do and things to see in the area. You could call their office ask for suggestions on walks, tours, drives to picnic sites, events in the town or area, things to see and do on the weekend the Sandgroper will be in town.
- 4 Organise evening activities and this is open to your imagination. It can be something we have not done before, a casserole meal, a BBQ followed by games, quiz night, card bingo etc. If prizes are needed you can purchase them and be reimbursed by the Treasurer. Keep receipts and keep the cost to a maximum of \$20.
- 5 After having your program approved by the President email it to the Editor so that it can be published in the Gossip prior to the Rally.
- 6 Following the Rally write a short report on the Rally or organise another member to do this. Email the report to the Editor soon after the Rally for inclusion in the next Gossip.

ACTIVITY IDEAS



Board Games

Card bingo

Beetle

Mexican trains

Mini cricket

Disc bowls

Lawn bowls in country town

Quiz night

Horse race night

Campfires, bon fire

Soup feast

Italian night

Bad taste night

Memories: my first job, caravan, car etc.

Travels. Members tell of a favourite trip in their caravan. Limit to 5 mins so everyone has a turn. This can be on interesting overseas trips, unusual places etc.

Christmas in July

Singalong

Bottling Wine, picking onions

Pancake night

Picnic

Club birthday dinner

Be creative with mince evening

Pumpkin based food night

Dine & cheese night

Local speaker

Beach walks

Bush poets' breakfast

Home open at rally for members to view new vans belonging to members

Australia Day theme

WA week theme

Tours, heritage trails etc. e.g., York, Fremantle

Fish n chips n the beach

Vision splendid gardens. Tours Waroona, Nannup

Country shows

Boyup Brook Country Music

Country bush races e.g., Kulin Races, Bulgin Races

Orienteering

Archery at Hoddywell Park

Meal at local hotel, bowling club, CWA Ladies. A set menu can sometimes be arranged quite inexpensively.

BBQ, BYO meat, share a salad and sweet

Recipe book. At casserole night and get ladies to bring the recipe and print a booklet of the recipes

Decorate caravans with Christmas lights competition.

Hey rides

Swan Valley Wine tour