



## BMW CAR CLUB CANBERRA

### Committee Roles and Responsibilities

The Committee is responsible for managing the BMW Car Club Canberra (the Club) on behalf of the members. These responsibilities include:

- Promoting the objectives of the Club and providing value to its members
- Regularly communicating with members and responding to feedback
- Developing and maintaining external relationships (e.g., with the BMW dealership)
- Ensuring that the Club operates in a financially and legally sound manner
- Making decisions that are in the best interest of the Club and not for individual gain.

The Committee operates as a team and Committee members should have:

- A commitment to the Club
- Sufficient time to devote to Committee activities
- An understanding of the role of the Committee and its members
- Good communication and organisational skills
- A willingness to cooperate and support other committee members in promoting the Club's objectives.

### Executive Positions

#### **President**

Provides leadership and direction to the Club and committee. The President is responsible for ensuring the committee fulfils its responsibilities for the governance and success of the Club. The President aims to build and strengthen relationships between the committee and the Club members and is generally the spokesperson for the Club including the role of Delegate.

#### **Vice President**

Assists the President in fulfilling his/her responsibilities for the governance and success of the Club. In the absence of the President, the Vice President assumes the President's duties, including chairing meetings. The Vice President is also responsible for dealing with any disputes on behalf of the committee between Club members or external bodies.

#### **Treasurer**

Supports the good governance of the Club in providing financial oversight, managing the Club's accounts, preparing annual budgets and monitoring revenue and expenditure. The Treasurer is also responsible for preparing financial reports, planning for annual audits and managing the Club Assets Register.

#### **Secretary**

As the primary administration officer, the Secretary is responsible for managing the documentation and communication activities of the committee. This includes preparing agendas for meetings, recording and distributing minutes and handling correspondence. When the Annual General

Meeting (AGM) is held all primary roles on the committee are vacated and the Secretary will chair the meeting. In preparation for the AGM, the Secretary notifies Club members, and seeks and records nominations for committee positions.

## **General positions**

### **Public Officer**

Every club must have a Public Officer, who must be over the age of 18 and reside in the ACT. The Public Officer acts as the contact between the Club and the Office of Regulatory Services in relation to legislative requirements and lodgement of annual returns.

### **Membership Officer**

Responds to requests regarding Club membership and processes membership applications using specific software and a card printer owned by the Club. The Membership Officer maintains the membership database, creates membership ID cards and mails them to members along with information about what their membership entitles them to.

### **Club Delegate**

This position is generally held by the President. The Delegate is the Club's representative with BMW Clubs Australia and as such, attends the annual Delegate's meeting. This is an opportunity for involvement in Club issues at a broader, national level and allows local concerns and suggestions for improvement to be elevated, if appropriate.

### **Dealer Liaison**

Facilitates a strong relationship with the local dealership (Canberra BMW). The Dealer Liaison meets regularly with a dealer representative to share information about promotions, activities, events and any news relevant for Club members. The Dealer Liaison also keeps the dealership informed about anything that may impact them (either positively or negatively).

### **Merchandise**

Manages the Club's merchandise stocks which includes working with the committee to select styles and sizing, negotiating with suppliers and considering any product re-design when branding changes occur. The Merchandise Officer promotes and markets the Club merchandise in accordance with BMW rules and guidelines.

### **Webmaster**

Creates and maintains the Club's web presence (Wild Apricot). This includes sharing the responsibility of the club's social media and ensuring policies are upheld. The webmaster is responsible for communicating to members any changes such as access, website improvements,

### **Events coordinator**

Organises regular meetings for members, including motorsport events, social drives and outings, driver training and other Club functions. The Events coordinator maintains a calendar of events, creates invitations to register for upcoming events, liaises with Motorsport Australia to ensure our events are properly insured and considers suggestions from members.

### **Editor**

Produces the Club's electronic newsletter and quarterly magazine "Capital Roundel". The magazine provides news of Club activities, features technical and other articles of interest to BMW owners and offers advertising space for sponsors. While the Editor is the creative authority for the newsletter and magazine, they will seek contributions from members in relation to articles and photos.

### **Social Media Officer**

The social media Officer is responsible for creating and publishing relevant and topical BMW content on the BMWCCC Facebook and Instagram pages. The aim of this content is to grow an audience, build awareness of the existence of the Official club, and ultimately, boost financial membership of the club

### **Historic and Special Interest Vehicles**

Responsible for maintaining a register of historic vehicles and general vehicle inspections (annually once a vehicle is historically registered) under the Concessional Registration Scheme (CRS). These positions require, knowledge of the CRS and what the vehicles must comply with and to remain on CRS. These positions include being the Club's delegate to the ACT Council of Motor Clubs.

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