



2023 Committee Roles and Responsibilities

President

- Leader of the club and committee
- General committee oversight
- Ensure the committee and club members uphold the values of the club
- Member communications
- Makes sure stuff is getting done
- Dispute resolution

Vice President/Secretary

- Assist President as required
- Club correspondence
- Compliance obligations are being met (insurance)
- Manage club lease
- Council liaison

Treasurer

- Oversight of club finances (bank accounts and payment methods)
- Payment of bills
- Prepare and track club budget
- Preparation of club annual return
- Manage club membership and payments
- Identify cost efficiencies and process improvements

Club Development Officer

- Develop club strategy and development plan
- Lead for attracting and organising events
- Consult with other clubs and industry to advance club
- Coordinate activities to maintain and improve club facilities

Race Operations Director (Livetime)

- Collect nominations and prepare Livetime for race day
- Setup and oversight of race control
- Roster implementation - Multiple members (live time and race calling)
- Helping keep the day moving
- *Can interchange with Race Operations Coordinator as required*

Race Operations Coordinator (Track)

- Coordinate track set-up and pack up
- Responsible for canteen/BBQ roster and food/drink purchasing
- *Can interchange with Race Operations Director as required*

Vintage Delegate

- Organise Vintage race meets integrated with Chargers modern race events
- Lead for Vintage events