

President

In charge of conducting all meetings and organising the smooth running of the Club. He/She is the head figure that will ultimately make the final decisions should a dead-lock occur. This position also requires a signatory to the account and will usually be second signatory with the Treasurer. The President also is required to give his report for publication in our bi-monthly Club magazine.

Vice President

This person stands in for the President should (s)he be unable to run a meeting. They will also be placed into the Presidency should the President vacate the position

Secretary

- Take the minutes of general meetings and provide these to the committee and to the magazine editor for publication in the club magazine
- Take the minutes of committee meetings and provide these to all committee members
- Check and retrieve post from the club's post box (Kent Town) and distribute to relevant committee members
- Direct email queries to relevant committee members
- Be the first point of contact for correspondence from members and prospective members on matters such as membership and club registration
- Have a good working knowledge of the club's constitution
- In addition to the above, be an active member of the committee by (for example): organising/assisting with events and cruises, assisting with grant applications, liaising with the Federation of Historic Motor Vehicles
- Bring 'matters of note' in relation to the classic car community to the attention of the committee

Treasurer

- Informs the Club's Bankers of any change made to the three Executive Office Bearers of the Club following new nominees being appointed at the Club's Annual General Meeting.
- Acknowledges receipt of all monies paid into the Club Bank Accounts and where possible banks all cash received on the following business day.
- Payment of Club expenses are made by the Treasurer after an invoice or documentary evidence (with the relative BSB and Bank Account number) is supplied by the claimant or provider of the goods or services and after input is made by another executive to authorise the payment.
- Produces a monthly report of the Club's Income and Expenditure at General Meetings and at Committee Meetings.
- At the end of the Club's financial year the Treasurer supplies the nominated Auditor with an Annual Report for all Club Accounts and supplies all the documentary evidence to support the Audit process.
- Ensures the Annual Audit Report (or an abridged version) is published in Volks Enthusiasm.
- Responsible for issuing Club Sponsorship Proposals for the ensuing Club financial year.
- Addresses the Australian Taxation Office reporting requirements as required.
- Maintains a list of the current financial members, including subscriptions made in advance.

Auditor

This position is taken very seriously and should only be recommended for those who have the qualifications. You will be required to make sure the Club has acted in an honest and worthy way, showing all their minutes and correspondence relating to payments.

Committee Members

There are only three people that are able to fill this position as governed by the rules of the Constitution. The committee is to see that all is running smoothly and advise of better ways to run the Club. They are responsible for general ideas regarding events and must generally offer to help the Club wherever possible. These positions will now have specific tasks to reduce the workload on other office bearers, such as writing for the magazine, collecting articles from members, coordinating events etc

Membership Officer

This person keeps a record of all current members and updates this record when notified of any changes. This list is used for sending out magazines, so must be kept current. They also send out welcome emails to all new members whose applications have been accepted by the VEC committee. These emails include links to the VEC website which has all the information a new member requires, such as a copy of the constitution, club registration information and process, merchandise information and future club events.

Historic Registration Officer

These people are responsible for enabling members to access the historic/club registration system, by issuing & completing the required MR334 forms and corresponding log books.

One officer is responsible for keeping a Club Registration and Log Book Register and to make sure members with vehicles on the system remain financial at all times.

Merchandise

The role of this position is to promote the Club by way of clothing stickers etc. They will be the "ideas person" and will come up with new items to sell. When you have a new item that you think the Club should sell you will simply get a sample and show the committee for their approval. It's a fun position that has a lot of potential.

The merchandise officer is also responsible for maintaining the inventory, updating the on-line system and be proficient in using the payment system. Regular audits need to be conducted and checked against actual stock and the data.

Magazine Editor

The Editor is responsible for the production of the club magazine. This entails ensuring that all sponsors' advertisements are appropriately represented and that the magazine provides pertinent and engaging information for club members.

The production process encompasses sourcing material, designing and formatting the layout, preparing for print according to the printer's technical specifications, and creating electronic formats for distribution. It necessitates a comprehensive understanding and proficiency in advanced desktop publishing software.

Other activities include printing the postage coversheets that are produced from the membership data and ensuring that sufficient stock is available of the packages. When necessary, order new stock.

Magazine Assistant

The Assistant(s) is responsible for assisting the Editor by soliciting potential material for the magazine and any other tasks deemed necessary by the Editor.

Events Coordinator

The prime function of the Events Coordinator is to ensure that activities relevant to the club's membership are presented to the members and encourage and solicit suggestions for events from the membership.

The coordinator should also be abreast of other activities from external parties that may be of interest to members.

The coordinator may also be required to liaise and organise services relevant to organised events.

Club Postie

The club postie is responsible packaging the magazine and is responsible for all magazine postage. They will ensure they get a monthly payment from the treasurer to pay for any postage and inform the editor if the magazine has not arrived to you in time for your task.

Web Master

The Web Master is responsible for maintaining the website with relevant information for club members through collaboration with other officers, such as the President, Secretary, Membership Officer, and Events Coordinator.

Activities include managing hosting requirements, possessing web development skills, and identifying and developing new technologies and features to ensure that the website meets member requirements.

Perform regular proactive maintenance tasks and perform regular reviews.

Technical Advisor

The Technical Advisor's role is to ensure that the technical requirements of the club are met. This includes data management, information dissemination, advising others of issues with the club's data, and addressing any other technical issues or requirements that may arise.

Other responsibilities include managing the payment system, liaising with the Merchandise Officer to maintain accurate stock levels in the electronic system, and maintaining an accurate membership list for member communications.

Fund Raising Officer

This position will involve organising raffles, club car washes, Dutch Auction Nights and similar events to generate funds for the club. Ideas must be forwarded to the committee for authorisation.