

# LEYLAND P76 OWNERS CLUB OF NEW SOUTH WALES INCORPORATED

## COMMITTEE HANDBOOK



Rev. 19.06.15

## **INTRODUCTION**

Most Clubs, either by virtue of a high turnover of Committee Members or due to the retirement of long standing Committee Members, can experience a loss of knowledge of policies, procedures and protocols within the Committee body.

This Handbook has been prepared to record the principal tasks and duties attached to each Committee position. It should assist Members who have been elected to the Committee to understand their obligations and perform their duties in a complete and informed manner. It should also help provide guidance for any prospective new Committee Members in their assessment in standing for a Committee position.

The requirements of Committee Members as set out in this document, both individually and as a group, are no more than would be expected by a normal and reasonable person for an Office Bearer in a Club the size of ours. No special requirements or qualifications are necessary to serve on the Committee.

# **LEYLAND P76 OWNERS CLUB OF NEW SOUTH WALES INCORPORATED**

<b>1. Role and Responsibilities of Committee</b>	<b>4</b>
<b>2. Summary of Committee Roles</b>	<b>6</b>
<b>3. Committee Position Descriptions</b>	<b>8</b>
President	8
Vice President	8
Secretary	9
Membership Secretary	9
Treasurer	10
Public Officer	10
Activities Co-ordinator	11
Parts Officer	11
Merchandising Officer	11
Webmaster	12
Club Registrar (HCRS)	12
Technical Officer	12
Magazine Editor	13
National Council Delegates	13
<b>4. Code of Conduct</b>	<b>14</b>
<b>5. Attendance at Committee Meetings</b>	<b>14</b>

## 1. Role and Responsibilities of Committee

The Committee is elected to manage the business and affairs of the Club and to set its strategic direction. It must ensure that activities undertaken are in accordance with

- The Club's Constitution
- Requirements of the Associations Incorporation Act 1984
- The NSW Roads and Maritime - Historic Conditional Registration Scheme (HCRS)
- Rules and regulations of the Confederation of Australian Motor Sport
- Any other bodies with which the Club affiliates from time to time.

The Committee is responsible for organising meetings and events for the benefit of Members as considered appropriate, including:

- Monthly Meetings,
- Social events, drive days motorsport events and other events from time to time,
- It should also provide means of communication to Members including but not limited to magazines, newsletters and a club website.

The Committee has the ultimate responsibility for the overall successful operation of the Club. Committee Members have certain decision-making and representation functions, as outlined below. In carrying out their duties and functions, Committee Members have an obligation to always act in the best interests of Club Members as a whole.

In relation to their decision-making function, Committee Members should:

- Contribute to decisions on matters of policy, planning and other issues which arise at Committee meetings,
- Provide constructive input into debate and decision-making,
- Contribute to decision-making via e-mail circular resolution where required and demonstrate reasonableness in their decisions,
- Effectively represent the Club's Members, Committee Members should attend and actively participate in Committee Meetings as required,
- Regularly attend and participate in social and other Club events and respond to Member queries as required, or pass the query on to the appropriate Committee Member.

Committee Members represent and serve the interests of Club Members generally. They must display the following personal attributes:

- Integrity
- Objectivity
- Independence
- Willingness and ability to devote sufficient time to Committee duties
- Ability to work effectively within a team
- Confidentiality.

All Committee Members serve in an honorary capacity. Generally, they all have jobs and roles in their family and the wider society in which they live. Their Committee Role for the Club is just one of their many responsibilities. Therefore, the roles and responsibilities of the Committee can only be fulfilled if all Members are prepared to display teamwork and operate in harmony.

Differences of opinion may arise during discussions but they should remain differences of opinion only. All Committee Members should display unity and co-operation during Club Meetings and Events.

## **2. Committee Roles - Overview**

The following summarises the individual Management Roles required to be filled in order to appropriately manage the business of the club. The Committee will assign these roles to individual Committee Members, some of whom will fulfil multiple roles. In exceptional cases, one or more of these positions may be filled by a general Club Member. In such cases a Committee Member will maintain a supervising role and make appropriate reports to Committee Meetings.

### **President**

Responsible for ensuring the Club complies with its Constitution and is financially viable. The Club President will normally chair General Meetings and Committee Meetings of the Club and ensure that minutes are taken of proceedings and resolutions (as required) are passed at these Meetings. The President will act as the Club's representative and will normally be the primary contact in dealings with outside bodies including other affiliated car clubs, unless he delegates responsibility to another Committee Member for a specific task.

### **Vice-President**

Assist the President in the execution of his duties. In absence of the President, the Vice President will normally chair Meetings of the Club and assume the role as primary contact with outside bodies. The Vice President will also act as Club Ombudsman and assist with the smooth running of the Club as appropriate.

### **Secretary**

Manage the Club's general business including receiving and issuing correspondence of a routine nature on behalf of the Club and Committee. Issue Notices of General Meetings and Committee Meetings, keeping minutes of proceedings and resolutions passed at such meetings.

### **Membership Secretary**

Maintain the Register of Members including presenting applications for membership to the Committee, entering details for new Members and changes for existing Members in the register, arranging and despatching membership cards to Members, and responding to membership enquiries.

### **Treasurer**

Maintain the financial records of the Club including banking receipts, processing payments, making payments to suppliers and other creditors, invoicing magazine advertisers and recording all transactions as appropriate. Prepare annual accounts and present same to Annual General Meeting of the Club.

### **Public Officer**

Ensures that the Club complies with the financial requirements of NSW Fair Trading including lodgement of Annual Return and other required forms. Monitor adherence with the Associations Incorporation Act 1984 and maintain the Register of Committee Members.

**Activities Coordinator**

Co-ordinate programming, arranging and organisation of all social events and functions held by the Club including liaison with service providers, planning of itineraries and development of promotional material to inform Members of events. An accurate list of attendees is to be kept and liaise with the Treasurer as to a record of payments and deposits being made for each event.

**Parts Officer**

Co-ordinate procurement, sale and storage of parts including liaison with supplier(s) and arranging manufacture, acquisition and sales of parts to Members, and accounting for sales, as well as liaising with the Treasurer.

**Merchandising Officer**

Co-ordinate production and sale of Club merchandise including liaison with supplier(s) and arranging manufacture, promoting and marketing merchandise lines to Members and accounting for sales. The Merchandise Officer works in conjunction with the Parts Officer.

**Webmaster**

Maintain the Club's website including compliance with any format requirements, payment of licence and other fees, timely placement of items of interest to Members on website and removal of outdated or obsolete items.

**Club Registrar (HCRS)**

Manage and maintain the application process for Historic Registration (HCRS) from Members and a register of Members' vehicles. With the assistance of the Technical Officer (and Committee as required) ensure that all HCRS registered vehicles comply with both RMS and Club guidelines. The HCRS registrar needs to maintain an accurate and permanent record of (HCRS registered) vehicle movements in the Clubs HCRS day book.

**Technical Officer**

Actively pursue any technical issues including modifications and adaptations to overcome problems or the unavailability of OEM parts etc. Prepare and publish technical bulletins that are of interest or to assist the general membership in maintaining the roadworthiness of the marque.

**Magazine Editor**

Co-ordinate publication of the Club's magazine, *The Leyland Post*, including establishing production timetable, organising articles, arranging advertising and magazine layout and managing the proofing of the magazine prior to mailing to Members.

**National Council Delegates**

Act as the Club's representative with the Council of Leyland P76 Clubs, including attending Meetings on behalf of the Club and reporting back to the Committee. There would normally be 2 delegates.

### **3. Committee Position Descriptions**

This section of the Handbook outlines in detail the roles and responsibilities of each of the Management Roles.

#### **President**

- Provide effective leadership of the Club;
- Chair General Meetings of the Club, Committee Meetings and monthly Club Meetings.
- Lead the Committee in its role of setting the strategic direction of the Club;
- Represent the Club:
  - o at official functions and events, where required,
  - o in dealings with other outside bodies, as appropriate,
  - o Undertake the role of key spokesperson for the Club,
  - o Take responsibility for the decisions and actions of the Committee on behalf of the Club,
  - o Ensure that the Club and Committee operate in accordance with the Constitution and the Code of Conduct.

Responsible for ensuring the Club complies with its Constitution and is financially viable. Chair General Meetings and Committee Meetings of the Club and ensure that minutes are taken of proceedings and resolutions passed at these Meetings. Act as the Club's representative in dealings with outside bodies as appropriate.

#### **Vice-President**

- In the absence of the President, provide leadership of the Club including chairing of meetings and representing the Club as appropriate;
- Assist the President in the execution of his duties and provide support on matters requiring consultation;
- Act as Club Ombudsman in accordance with the Constitution.

Assist the President in the execution of his duties and in his absence, assume the responsibilities of President as required, including chairing Meetings and overseeing the running of the Club.

Act as Club Ombudsman - in the context of Club business. The role of Ombudsman is one of an independent or neutral arbiter in disputes and disagreements, where an injustice is identified the Ombudsman should seek to put it right.



## **Secretary**

- Record and maintain minutes of all General Meetings, Committee Meetings and Monthly Meetings;
- Prepare and issue Notice of Meeting and Agenda for all General Meetings.
- Prepare and issue Agenda for all Committee Meetings;
- Receive and record correspondence addressed to the Club and redirect to other Committee Members for information and/or action as appropriate;
- Prepare correspondence to Club Members and third parties as directed by the President or the Committee as appropriate.
- Minutes of Monthly Meetings, once approved, will be emailed to Members, where possible (excluding financial information).

Manage the Club's general business including receiving and issuing correspondence of a routine nature on behalf of the Club and Committee. Issue notices of General Meetings and Committee Meetings, keep minutes of proceedings and resolutions passed at such Meetings.

The Secretary may also act as Membership Secretary and maintain the register of Members including presenting applications for Membership to the Committee, entering details for new Members and changes for existing Members in the register, arranging and despatching membership cards to Members, and responding to Membership enquiries.

## **Membership Secretary**

- Maintain an accurate and up to date database of all Members;
- Process Membership renewals:
- Issue renewal notices, and reminders as appropriate;
- Issue lapsed Membership notices as appropriate;
- Order membership cards as required;
- Respond to Membership enquiries;
- Provide Membership Report to Committee Meetings and Monthly Club meetings, when necessary;
- Provide Membership Report for Club Magazine, including list of new Members admitted to the Club.

## **Treasurer**

- **Prepare and present to monthly meetings:**
  - o Listing of Income and Expenditure;
  - o Reconciliation with Bank Statement.
  
- **General:**
  - o Issue other invoices, as appropriate;
  - o Follow up outstanding accounts;
  - o Prepare bank deposit slips;
  - o Bank cash receipts promptly;
  - o Make payments to suppliers and other creditors by cheque;
  - o Enter all cash transactions in books of account;
  - o Prepare Annual Accounts in accordance with requirements of Constitution & Associations Incorporation Act;
  - o Present Annual Accounts to Annual General Meeting of Club with a copy to the Public Officer.
  - o Effect Public Liability Insurance and any other insurance policies the Committee may direct;
  - o Recommend subscription fee structure to Committee;
  - o Liaise with Bank for operation of accounts, as required to conduct business of the Club;
  - o Maintain list of authorised signatories with Bank.
  - o Order cheque books, deposit books and stationery;
  - o Issue Club receipts for monies received, on request of payees.
  
- **Social events:**
  - o Receive registration forms and fees (if applicable) from Members.
  - o Keep Activities Coordinator abreast of the names of attendees (as appropriate).
  - o Make payments for events, including deposits (as required).
  
- **Magazine:**
  - o Issue invoices to advertisers (where applicable).

## **Public Officer**

- Prepare Annual Return and lodge with NSW Fair Trading;
- Prepare any other returns required and lodge with NSW Fair Trading (e.g. Notification of Change of Public Officer and/or Registered Address, Changes to Club Constitution);
- Ensure compliance by the Club and Committee Members with applicable regulatory requirements, including those of the Associations Incorporation Act;
- Maintain Register of Committee Members.

## **Activities Coordinator**

Co-ordinates the programming, arranging and organisation of social events and functions held by the club including liaison with service providers, planning of itineraries and development of promotional material to inform members of events.

## **Parts Officer**

- Keep an accurate record of club parts;
- Keep club stock in good order;
- Ensure that all Club parts are available to all Members of the Club and associated clubs;
- Communicate to Club Members and Parts Officers in associated Clubs of new stock that becomes available;
- Liaise with other Clubs in regard to parts availability;
- Co-ordinate with the National Body Delegate on the purchase of remanufactured parts;
- Represent the Club in a professional and friendly manner;
- When contacted by the general public in relation to ( bulk ) parts being available to purchase, that this information is also passed to the currently standing Committee and where possible stock is to be viewed by at least two Financial Club Members;
- The Parts Officer cannot commit to the purchase of parts without consent of the current Committee, as detailed in the Constitution;
- When contacted by the general public in relation parts or VEHICLES being offered for purchase, that this information is passed to all current Members in a timely manner ( by email and/or via the Club Magazine);
- Ensure that a list of parts is made available for publication to our Members in both hard and soft copy.
- Account for sales made and pass funds to Treasurer.

### **Notes for Parts Officer:**

When the club acquires a large number of parts either by donation or acquisition, that these said parts are listed and offered to all Leyland P76 NSW Club Inc. Members at the same time. This means that all Members are given the same chance to purchase the stock. At least two weeks' notice that the parts will be available for sale should be given, if more than one Member requests the same part then a ballot will be drawn at the next Club Meeting to decide who is offered the part. After this has taken place then the remaining product will be offered to all associated Clubs.

## **Merchandising Officer**

- Source supplies of Club merchandise and arrange manufacture and delivery;
- Determine prices for merchandise and arrange marketing through the Club Website and Magazine;
- Display merchandise for sale at Club functions as appropriate;
- Account for sales made and pass funds to Treasurer.

## **Webmaster**

- Maintain the Club Website in accordance with prescribed corporate design and style;
- Update the site with new content provided and create new pages or sections as required to meet the needs of the Members;
- Maintain the integrity of site content and functionality of the site overall;
- Monitor site usage;
- Liaise with service providers;
- Establish and maintain contacts with other P76 Club Webmasters;
- Co-ordinate with Treasurer to ensure payment of licence and other fees.

## **Club Registrar (HCRS)**

Manage and maintain the application process for Historic Registration from Members and a register of Members vehicles. With the assistance of the Technical Officer (and Committee as required) ensure that wherever possible all HCRS registered vehicles are inspected annually for compliance with both RMS and Club HCRS Guidelines.

Historic Club Membership is granted in the belief that the Member's prime intended use for the vehicle is for Club Outings. The Committee retains the right to reconsider eligibility for issue or renewal, should this cease to be the case or if the vehicle does not attend Club outings during the year without good cause.

Historically registered vehicles also need to comply with the requirements as set by RMS NSW and the Club Historic Registrar needs to monitor and manage the Club's overall compliance with the requirements.

The Club Historic Registrar needs to;

- Ensure that all movements of HCRS registered vehicles are made and recorded in accordance with RMS requirements and guidelines.
- Provide monthly reports to Committee and Members at Club Meetings.

## **Technical Officer**

Actively pursue any technical issues including modifications and adaptations to overcome problems or the unavailability of OEM parts etc. Prepare and publish Technical Bulletins that are of interest or to assist the general membership in maintaining the roadworthiness of the marque.

## **Magazine Editor**

- Prepare Club Magazine (*The Leyland Post*) for publication and distribution in accordance with timetable approved by the Committee;
- Liaise with printer;
- Liaise with advertisers;
- Solicit and receive submissions for inclusion in Club Magazine.

Co-ordinate publication of the Club's Magazine (*The Leyland Post*) including establishing production timetable, organising articles, arranging advertising, layout of magazine, arranging review by nominated Committee Members prior to final production and preparing for print and electronic distribution.

## **National Council Delegates (2)**

- Represent the Club at National Delegates' Meetings and telephone conferences.
- Disseminate relevant information from National Delegates' Meetings to Committee Members and Club Members as appropriate in a timely manner.
- Maintain regular contact with National Council Delegates.

## **4. Code of Conduct**

Committee Members are bound by a Code of Conduct (“Code”). The purpose of this Code is to ensure that Committee Members observe high standards of attitude and behaviour in the context of their role as Committee Members of the Club and are aware of their responsibilities to the Club.

The Code of Conduct provides that Committee Members:

- Use the powers of the office for a proper purpose, in the best interests and benefit of the Club as a whole;
- Discharge their duties in good faith and honesty;
- Use due care and diligence in fulfilling their function as a Committee Member;
- Must not allow personal interests, or the interest of any associated person, to conflict with the interests of the Club;
- Must not engage in conduct likely to bring discredit upon the Club;
- Have an obligation to comply with the spirit, as well as the letter of the law, of the Constitution.

Additional obligations imposed on Committee Members include:

- Making reasonable enquiries to ensure the Club is operating efficiently, effectively and legally towards achieving its goals;
- Having an awareness of and commitment to the Club’s strategy;
- Having an awareness of the activities, policies and principles of the Club, the Committee and sub-Committees.

Committee Members must not be discourteous or make personal attacks on fellow Committee Members whether in Committee Meetings, Club Meetings or in discussion with others or in public statements.

While Committee Members must treat each other with courtesy and observe the other rules in this Code, they should be able to engage in vigorous debate on matters of principle.

Committee Members will receive confidential information in the course of their duties as Committee Members, including contents of Committee papers and discussions in Meetings. They must not disclose such confidential information unless that disclosure has been authorised by the Committee or is required by law or regulation.

## **5. Attendance at Committee Meetings**

Committee Members are expected to attend and actively participate in Committee Meetings. Where a Committee Member is unable to attend a scheduled Committee Meeting, he/she should advise the Secretary prior to the Meeting.

If a Committee Member is absent from three (3) consecutive Committee Meetings without leave of absence granted by the Committee or other just cause, the Committee should consider a resolution as to whether his/her position should be declared vacant.