

BAIRNSDALE 4WD SOCIAL CLUB INC.

EXECUTIVE ROLES

The Role of the Chairperson

- Greet new members.
- Control the meeting.
- Ensure all remarks are addressed through the chair.
- The chair aims to reach a consensus.
- A vote is taken if consensus is not reached.
- To accept motions from the members and conduct a ballot where necessary.
- Arrange suitable meeting venue.
- To ensure club decisions are followed through.

When discussion is underway, it is the chairperson's responsibility to ensure that it continues to flow smoothly by involving all members present and by not permitting one or two people to dominate the meeting. Summarising by the chairperson during meetings can:

- Indicate progress, or lack of.
- Refocus discussion that has wandered off the point.
- Conclude one point and lead into the next.
- Highlight important points.
- Assist the secretary if necessary.
- Clarify any misunderstanding.

The chairperson should *pace* the meeting, ensuring it runs to time. If the planning has been properly executed, this should not prove to be a problem.

At the end of a meeting, the chairperson should remind members what they have achieved and thank them for their contributions. Finally, the time and date of the next meeting should be arranged.

The Role of the Secretary

- Greet visitors and direct them to the appropriate individuals.
- Respond to queries in person, via telephone or email.
- Implement Club procedures.
- Maintain general club record systems. eg: data collection of club activities.
- Compose letters, memos, meeting agenda.
- Maintain trip equipment eg: E-Perb , First Aid kit and trip folders.
- Forward minutes to editor for inclusion in club newsletter.
- Ensure Club registration with CAV is kept current.

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The Role of Treasurer

- To control the club's money, its collection, and disbursement
- The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. Eg: AGM.
- To work with secretary in compiling membership records and paying subscriptions to 4WDVic.
- To facilitate account keeping procedures including the change over of account signatory for incoming executive members.

The Role of Editor

- To compile the monthly newsletter which will include the minutes from the previous meeting.
- To maintain list of members for the purpose of newsletter and email distribution.

The Role of Web Administrator

- To log in new members with their personal password.
- To manage content on the club web site.
- To Liaise with 4WD Vic as web host.

The Role of the Members

While it is the role of the chairperson to run the meeting, the participation of all members is also fundamental to the success of the meeting. To ensure an effective meeting, all participants should:

- Undertake any necessary preparation prior to the meeting.
- Arrive on time.
- Keep an open mind.
- Listen to the opinions of others.
- Participate.
- Avoid dominating the proceedings.
- Avoid conflict situations.
- Avoid side conversations which distract others.
- Ask questions to clarify understanding.
- Note down any action agreed upon.
- After the meeting, undertake any agreed action and brief others as appropriate.
- One vote per family membership.
- Members do not interrupt each other.
- Members aim to reach a consensus.
- The majority wins the vote.
- All members accept the majority decision.