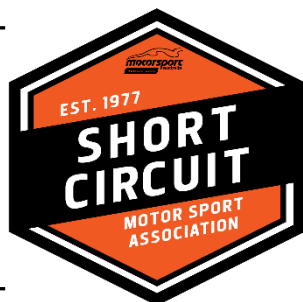


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

Servicing motorsport in Queensland since 1977

President: Moss Lane
Vice-President: Dan O'Mara
Secretary: Charlotte Kelly
Treasurer: Cassie Lepp
ABN 52 502 752 630
www.scmsa.com.au



PO Box 2456
Toowoomba Qld 4350
Mobile: 0494 081 612
secretary@scmsa.com.au

Role Description: President of the Short Circuit Motor Sport Association Inc.

Purpose of the Role

The President provides the principal leadership and strategic direction for the Short Circuit Motor Sport Association Inc. (the Association). This role ensures the Association operates effectively, achieves its goals and objectives, and complies with all constitutional, legal, and regulatory obligations. The President fosters a positive and collaborative culture while acting as the official representative of the Association in all capacities.

Key Responsibilities

1. Leadership and Strategic Direction

- a. Act as the chairperson for all general, committee, and annual general meetings.
- b. Provide strategic oversight and ensure the Association has clearly defined goals, objectives, and a long-term vision.
- c. Guide the management committee to align its actions with the Association's purpose, values, and constitution.
- d. Work collaboratively with committee members to develop and implement a strategic plan for the Association's sustainability and growth.

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Clubs affiliated with SCMSA

Downs Motorsport Club - Lotus Club of Qld
Ipswich West Moreton Auto Club
Tamworth Sporting Car Club - Millmerran Auto Club



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- e. Promote a positive and inclusive culture among members and volunteers.

2. Governance and Compliance

- a. Ensure the Association operates in accordance with its constitution, by-laws, and Motorsport Australia regulations.
- b. Interpret the constitution and by-laws to provide guidance on governance matters.
- c. Oversee the development and implementation of policies and procedures that align with statutory and regulatory requirements, including workplace health and safety protocols.
- d. Ensure compliance with the Incorporated Associations Act and other applicable legislation.
- e. Work closely with the Treasurer to implement strong financial controls to protect the Association's cash flow and assets.

3. Representation and Advocacy

- a. Represent the Association at official functions and community events.
- b. Act as the spokesperson for the Association on key issues, fostering strong relationships with stakeholders such as members, local councils, and partnering organisations.
- c. Promote the Association's interests and maintain a professional and positive image in all interactions.

4. Operational Oversight

- a. Coordinate and oversee the activities of the management committee and any sub-committees, ensuring clear communication and collaboration.
- b. Develop and maintain a strong working relationship with the Secretary to ensure effective management of administrative tasks, meeting agendas, minutes, correspondence, and compliance requirements.

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- c. Be well-informed of all club activities, projects, and events, ensuring alignment with the Association's strategic objectives.
- d. Act as an ex-officio member of all sub-committees, providing guidance and leadership as required.
- e. Work with committee members to ensure effective delivery of events, programs, and projects.

5. Risk Management and Conflict Resolution

- a. Ensure policies and procedures are in place to safeguard the health, safety, and well-being of all participants, volunteers, and members.
- b. Address complaints, disputes, and conflicts within the Association promptly and in line with club rules and policies.
- c. Work closely with the compliance officer or management committee to investigate and resolve issues appropriately.

6. Reporting and Communication

- a. Provide an end-of-year report summarising the Association's achievements and challenges at the Annual General Meeting.
- b. Ensure members are regularly updated on the Association's progress and activities through effective communication channels.
- c. Maintain open communication with all committee members, ensuring transparency in decision-making.

Skills and Attributes Required

- **Knowledgeable:** Strong understanding of the Association's rules, by-laws, and Motorsport Australia regulations.
- **Leadership:** Demonstrated ability to inspire, guide, and manage teams effectively.
- **Strategic Thinking:** Capacity to develop and implement long-term plans and goals.

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- **Communication:** Excellent verbal and written communication skills, with the ability to represent the Association confidently.
- **Organisational Skills:** Proficient in planning, coordinating, and managing multiple responsibilities.
- **Problem-Solving:** Adept at addressing disputes, conflicts, and governance issues with fairness and tact.
- **Ethical:** Strong commitment to integrity, professionalism, and the Association's values.

Accountability

The President is accountable to the members of the Short Circuit Motor Sport Association Inc. for fulfilling the responsibilities outlined above and for upholding the values, objectives, and reputation of the Association.

Term and Evaluation

The President's term of office is as outlined in the Association's Constitution. This comprehensive role description is designed to provide clarity, support succession planning, and uphold the Association's commitment to effective governance.

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