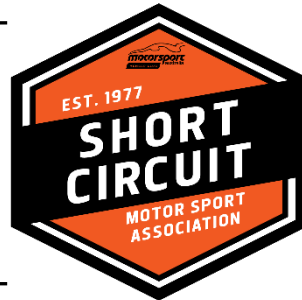


SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

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: Secretary of the Short Circuit Motor Sport Association Inc.

Purpose of the Role

The Secretary acts as the chief administrative officer of the Short Circuit Motor Sport Association Inc., ensuring the efficient management of correspondence, records, and legal compliance. This role is pivotal in maintaining governance standards, fostering stakeholder engagement, and supporting the management committee in achieving the association's goals.

Key Responsibilities

1. Correspondence Management

- a. Serve as the primary point of contact for all incoming and outgoing correspondence, including emails, letters, and official documents.
- b. Respond promptly and professionally to inquiries from members, Motorsport Australia regulatory bodies, and other stakeholders.
- c. Maintain an accurate log of all correspondence for accountability, reference, and compliance purposes.

2. Administration

- a. Keep and maintain accurate and up-to-date records of the association, including the membership register, meeting minutes, and key governance documents (e.g., constitution and bylaws).

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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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- b.** Distribute notices, agendas, and minutes for all management committee meetings, Annual General Meetings (AGMs), Special General Meetings (SGMs), and General Meetings (GMs) in compliance with the association's constitution.
- c.** Safeguard all relevant documentation and ensure it remains accessible and compliant with legislative requirements.

3. Liaison Role

- a.** Act as the association's liaison with Motorsport Australia, ensuring that all necessary documentation, licenses, and permits are submitted on time.
- b.** Coordinate communication and collaboration with external organisations, including the Southern Downs Regional Council and Stanthorpe Scouts.
- c.** Foster strong relationships with stakeholders to promote the association's interests and community involvement.

4. Legal Compliance

- a.** Ensure the association complies with the Incorporated Associations Act 1981 (QLD) by submitting annual returns, updating official records, and fulfilling statutory obligations.
- b.** Maintain custody of all official documents, including contracts, policies, licenses, and certificates.
- c.** Stay informed of changes in relevant legislation and advise the management committee on compliance requirements.

5. Membership Administration

- a.** Oversee the membership process, including managing applications, renewals, and terminations.

- b. Maintain an accurate membership register, recording changes in membership status promptly.
- c. Communicate regularly with members to provide updates on association matters, events, and meetings.

6. Meeting Leadership

- a. Organise and oversee all formal meetings, including AGMs, SGMs, GMs, and committee meetings, ensuring adherence to the constitution and regulatory requirements.
- b. Prepare and distribute meeting agendas, notices, and minutes in line with required timelines.
- c. Actively participate in meetings, providing insights and administrative support to facilitate effective decision-making.

7. Strategic and Committee Support

- a. Collaborate with the president, vice president, treasurer, and other committee members to align the association's operations with its strategic objectives.
- b. Assist in setting long-term goals and priorities for the association, contributing to strategic planning and initiatives.
- c. Provide administrative support to the management committee by ensuring timely communication of key decisions and actions.

Skills and Attributes Required

- **Leadership and Governance:** Ability to guide and support the committee and members to uphold the association's values and objectives.
- **Communication:** Strong written and verbal communication skills for professional correspondence and stakeholder engagement.
- **Organisational Skills:** Proficiency in managing multiple tasks, maintaining accurate records, and meeting deadlines.

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- **Legal Knowledge:** Understanding of governance, compliance, and statutory requirements for incorporated associations.
- **Strategic Thinking:** Capability to contribute to the long-term planning and direction of the association.
- **Technological Proficiency:** Familiarity with email systems, document management, and relevant software.

Reporting Structure

The Secretary reports directly to the President and works collaboratively with the entire management committee to ensure smooth operation and governance of the Short Circuit Motor Sport Association Inc.

This role is integral to the success of the association, requiring a proactive, organised, and professional individual dedicated to supporting its objectives and serving its members.

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