

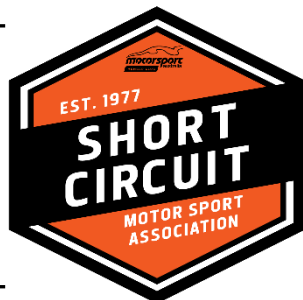
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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President: Moss Lane  
Vice-President: Dan O'Mara  
Secretary: Charlotte Kelly  
Treasurer: Cassie Lepp  
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**Role Description: Vice President of the Short Circuit Motor Sport Association Inc.**

## **Purpose of the Role**

To support the President in providing leadership and governance for the Short Circuit Motor Sport Association Inc. and to ensure continuity of leadership by acting as the President's deputy when required. The Vice President plays a key role in strategic planning, maintaining operational compliance, and fostering collaboration within the association.

## **Key Responsibilities**

### **1. Leadership Support**

- a. Assist the President in executing leadership and governance duties.
- b. Work closely with the President to align efforts with the association's goals and vision.
- c. Liaise with the President to monitor progress towards the association's objectives and long-term plans.

### **2. Deputising for the President**

- a. Act on behalf of the President in their absence, including chairing meetings and representing the association at events.
- b. Serve as the association's spokesperson when required.

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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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- c. Oversee the implementation of decisions made during the President's absence.

### **3. Governance and Compliance**

- a. Ensure the association operates within its constitution, by-laws, and governance framework.
- b. Maintain a strong working knowledge of the rules of the association and the responsibilities of all office bearers and subcommittees.
- c. Support adherence to relevant regulations and workplace health and safety standards.

### **4. Strategic Planning**

- a. Collaborate with the President and committee members to define clear goals and objectives for the association.
- b. Contribute to the development and implementation of a long-term strategic plan.
- c. Assist in monitoring and evaluating the association's progress toward its strategic objectives.

### **5. Committee Engagement**

- a. Actively participate in committee discussions, decision-making, and project oversight.
- b. Provide guidance and support to other committee members and subcommittees as needed.
- c. Facilitate effective communication and collaboration within the management committee.

### **6. Operational Coordination**

- a. Help coordinate schedules, rosters, inspections, and events.

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- b.** Oversee the management of contractors and service providers in collaboration with relevant stakeholders.
- c.** Stay well-informed of all club activities to provide effective leadership and operational oversight.

### **Skills and Attributes Required**

- Strong leadership and communication skills.
- A thorough understanding of the association's rules, constitution, and governance practices.
- Strategic thinking with the ability to align goals with the association's vision.
- Organisational skills to manage tasks and coordinate team efforts effectively.
- Interpersonal skills to engage with members, stakeholders, and the broader community.

This role is vital for ensuring the smooth operation and success of the Short Circuit Motor Sport Association Inc. by supporting the President and fostering a collaborative and strategic environment.

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