

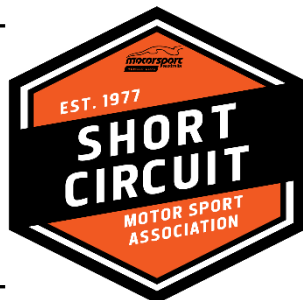
# SHORT CIRCUIT MOTOR SPORT ASSOCIATION INC

*Servicing motorsport in Queensland since 1977*

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President: Moss Lane  
Vice-President: Dan O'Mara  
Secretary: Charlotte Kelly  
Treasurer: Cassie Lepp  
ABN 52 502 752 630  
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Toowoomba Qld 4350  
Mobile: 0494 081 612  
secretary@scmsa.com.au

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## **Role Description: General Committee Member of the Short Circuit Motor Sport Association Inc.**

**Role:** Media & Merchandise Coordinator

### **Purpose of the Role**

The Media & Merchandise Coordinator is responsible for managing the public presence of SCMSA and overseeing merchandise operations. This role ensures consistent communication with members, the public, and media outlets while maintaining alignment with the association's strategic goals.

### **Key Responsibilities**

- Manage SCMSA's social media platforms, ensuring timely and accurate updates.
- Coordinate newspaper publications and press releases in collaboration with the President and Secretary.
- Develop and distribute newsletters and other communications to members.
- Work with the Website Administrator to update and maintain the association's website.
- Oversee the design, ordering, and inventory management of association merchandise.
- Provide reports to the committee on media engagement and merchandise sales.

### **Legal Obligation**

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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



Funded by



**Community Benefit Fund**  
Queensland Government

- Ensure all public communications align with the Associations Incorporation Act 1981 (QLD) and SCMSA's constitution.
- Avoid defamatory, misleading, or false representations in any published material.
- Maintain accurate records of merchandise transactions to comply with financial reporting obligations.
- Adhere to intellectual property laws and ensure proper use of SCMSA branding and logos.

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