****

**VOC Committee Position Descriptions**

The club executive consists of the following positions:

* President
* Senior Vice President
* Vice President of Racing
* Secretary
* Treasurer
* Race Secretary
* Publicity Officer
* APBA Delegate
* Social Secretary
* Quarter Master
* Vice President of Juniors

**President,** Overall responsible for the Club, Spokesperson for the Club, Chair meetings, Shall be a member of all sub committees with full voting rights, Exercise a casting vote when necessary.

**Senior Vice President,** Second in command at Club**,** Chair meetings in absence of the President.

**Vice President of Racing,** Liaise with drivers and Clubs on race day, Assist Race Secretary where needed, Prepare post race report.

**Secretary,** Keep files on all Club correspondence, Take minutes of all meetings, Draught Club correspondence, Keep membership list, Receive all monies, issue receipts and pass on to the Treasurer.

**Treasurer,** Bank all Club funds, Present a statement of accounts to be passed for payments and a monthly statement of Receipts and expenditure, prepare the annual balance sheet + statement of accounts of the Club, Make the books available for inspection by members at general meetings.

**Race Secretary,** To arrange race days and make all arrangements, Maintain all race related paperwork, Keep at record of all race results and Club points, Check scrutineers arrangements, Organise tower crews, Keep a Club boat register, completing TSV incident reports.

**Publicity Officer,** Advertise and promote the Club and its activities, Manage Sponsorship, Oversee web site.

**APBA Delegate,** Represent the Club at APBA meetings, Vote at such meetings under direction of the Club. Present a report at the Clubs general meeting.

**Social Secretary,** Handle all social elements of the Club, Arrange presentation night and Club trophy’s, Organise Club fund raising.

**Quarter Master,** responsible for all Club property, Keep all goods in working order, Maintain a register of all goods.

**Vice President of Juniors,** Promote all junior activities, Co-ordinate junior racing as required