

SOUTHERN CLASSICS SOCIETY

Society Officers Role Descriptions

Officers are expected to attend the monthly committee meetings and society events

Chair of the Society

To provide leadership and direction to ensure that the Society runs efficiently within the agreed Constitution to achieve the aims and objectives of the Society.

- To Chair and record the proceedings of all Society Meetings, and keep a record of those proceedings.
- Organize the Annual General Meeting and any Special General Meeting required by the Society.
- Keep and maintain the Societies Constitution, and responsibility for presenting any changes recommended to the AGM.
- Keep a record of the Society Officers role descriptions and present them each year to the AGM.
- To Consult regularly with the Membership, to gain an overview of their thoughts and wishes. Keep the membership updated on changes implemented by the committee.
- To be responsible for the supervision of the behavior of all members of the Society, when they are attending Society events or on Society business and dealing promptly and fairly with any conduct which could bring the Society into disrepute.
- To be responsible for the efficient running of the Committee and the performance of members of the Committee. Dealing with them promptly and fairly in accordance with the rules when they are not performing to the standard expected.
- To represent the Society as and when required and agree to documents sent out by the Society.
- Co-ordinate the duty set out below which is in all Committee Role Descriptions.

“Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members”.

Events Co-ordinator

To identify, secure, promote and manage events on behalf of SCS and its members.

- Secure all sites for participating events (static & social) for the following year.
- Liaise & promote SCS through various media agencies, other motoring organisations and classic car clubs.
- Negotiate terms & conditions for SCS events at host sites and establish “best practice” for holding event.
- Negotiate costs & value for money with host sites.
- Identify new venues for SCS events & establish points of contact.

- Plan Drive It Days and conduct reconnaissance to ensure routes are viable and safe.
- Identify risks and collate on-site Risk Assessment Forms.
- Provide media material at shows which have been pre-ordered and collated for members & non-members.
- Be the point of contact for all matters arising with event enquiries from attendees, both trade & public.
- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members

Membership Secretary

Responsible for recruiting new members, renewal of membership and maintaining records of members of the Society.

- Maintaining a computer based record of Membership details to include:
 - Members name
 - Address
 - telephone number
 - e-mail address
 - and details of up to 2 cars
- Providing information on Society aims and activities along with enrolment forms on request from those interested in joining the Society.
- Issuing cards and information to new members
- Attending shows with necessary paperwork to enroll new members
- Arrangements for annual subscription renewal:
 - Printing new cards
 - Renewal forms
 - Renewal reminders published in Newsletter at the beginning of the club year
 - Issuing new membership cards
- Banking monies received from membership
- Liaising with Newsletter Editor and Distributor as necessary to ensure all members receive Society mailings
- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members.

Treasurer

Responsible for maintaining the finances of the Society in an accountable manner.

- To regularly monitor spending, limiting or constraining when necessary by direction of the Committee.
- Provide regular information to the Committee on expenditure throughout the year.
- Ensure timely payment on any monies outstanding on account

- Ensure revenue required from Society activities as soon as possible
- Provide an end of year summary of the Society Accounts
- Ensure independent auditing of the Society Account takes place prior to the AGM
- Monitor Bank statements on a regular basis and solve any anomalies .
- Arrange necessary public liability insurance annually
- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members.

Regalia Secretary

Responsible for sourcing and obtaining regalia and trophies for the Society.

- Purchase the Trophies for the year's shows and make sure the correct mottos are on each award.
- Take the plaques to be engraved for each show and ensure there are enough for the coming year.
- Source and purchase goods to be branded with SCS logo and sold at the shows in agreement with the Committee and Treasurer.
- Promoting the sale of regalia by attending shows and setting out stall in marquee.
- Promoting the sale of regalia through the newsletter in liaison with the Newsletter Editor.
- Promoting the sale of regalia through the website in liaison with the Webmaster.
- Providing safe storage for stocks of Society regalia and trophies.
- Source other items as required by the Committee.
- Responsible for the raffles held at Society events. Purchasing the raffle prizes and organizing assistance from the members.
- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members.

Web Master

Responsible for maintaining the SCS Website and provide guidance to the Committee on technology driven communications.

- Create and maintain the overall structure of the SCS Website.
- Update site pages as required to provide up to date information on events, reports and other information, as agreed by the committee.

- Monitor use and provide usage information to committee.
- Maintain Committee e-mail re-directs.
- Liaise with web hosting company.
- Investigate and resolve website issues.
- Provide recommendation on new ways of using technology to forward the objectives of the club.
- Ensure appropriate backup of site data is in effect in case of site hosting failure.
- Provide advice and support to club members in the use of the website.
- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members.

Newsletter Editor

To produce 6 bi-monthly Society Newsletters.

- Produce Newsletter.
- Advertise shows and events as requested by the Events Co-ordinator.
- E-mail and/or post Newsletter to members and Friends of the Society.
- Liaise with Membership Secretary regarding current members.
- Produce A5 vehicle display information sheet for printing.
- Produce A5 flyers with dates and club information for printing.
- Produce business cards for printing.
- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members.

General Committee Member

To attend Society meetings and events to assist the Society Officers and undertake roles and responsibilities as agreed in Committee.

- To stand in for any post-holder not available for any reason as requested.
- To assist any post-holder in their duties when requested.

- Carry out marshalling and organisational duties at club run events and shows in order to ensure effective and safe running of such events as required by the Chair and in agreement with other Committee members.