



CHACC Nomination Form 2007/2008

I hereby nominate _____ for the position of
(please tick one of the following positions):

- | | |
|-----------------------------------|--------------------------|
| PRESIDENT (Committee Member) | <input type="checkbox"/> |
| VICE PRESIDENT (Committee Member) | <input type="checkbox"/> |
| SECRETARY (Committee Member) | <input type="checkbox"/> |
| TREASURER (Committee Member) | <input type="checkbox"/> |
| RALLY DIRECTOR | <input type="checkbox"/> |
| FUND RAISIER (Committee member) | <input type="checkbox"/> |
| ASSISTANT FUND RAISER | <input type="checkbox"/> |
| SOCIAL DIRECTOR/CATERER | <input type="checkbox"/> |
| ASSISTANT SOCIAL DIRECTOR/CATERER | <input type="checkbox"/> |
| EDITOR | <input type="checkbox"/> |
| CO EDITOR | <input type="checkbox"/> |
| PHOTOGRAPHER | <input type="checkbox"/> |
| EXTRA COMMITTEE MEMBER | <input type="checkbox"/> |

Proposer _____ (must be a financial member)

Seconder _____ (must be a financial member)

I, _____ (nominated person), accept nomination and confirm that I am a financial member of the Classic and Historic Automobile Club of Caboolture (CHACC).

Please return nomination forms to:-

The Secretary

CHACC.

PO Box 514

Caboolture QLD 4510

PLEASE RETURN NOMINATIONS BEFORE 28th OCTOBER 2007

Make as many nominations as you like.

If you wish to make more nominations, you can download extra copies of this form from www.chacc.com or simply write your nomination by hand with all the required information. Be sure our secretary receives all nominations at least 14 prior to the AGM.

So what happens at the AGM (Annual General Meeting)?

Firstly, all attending members enjoy a free breakfast paid for by CHACC. After a brief 'normal' meeting, we get down to business; all official positions will be declared vacant and voting begins (Please bring a pen or pencil along).

Any successful life membership nominee candidates will be announced by the committee, determined in accordance with our constitution and by-laws.

A secret ballot will take place to vote for CHACC "member of the year". There are so many members who have gone to considerable effort this year, each one of them deserving a pat on the back for a job well done. Every run organiser, every volunteer, organisers of extra rallies and weekends away. The Combined Council organisers performed a mammoth task in organising "the" major classic car rally of the year in Qld. Several members were even involved in running all these events! This vote is going to be a tough decision for me.

Next we announce next year's official positions and committee members. Please note that our committee will consist of the president, vice-president, secretary, treasurer, fund raiser and a maximum of nine others. If only one member is pre-nominated and accepted, that member takes the position without any further vote. If 2 or more members are pre-nominated, a secret ballot will be taken at the AGM to determine the winner. If no member is pre-nominated for a position, nominations will be taken from the floor and nobody leaves until the position is filled. If you accept a club position, you have a responsibility to fulfil that position as required. Of course, we all have to prioritise and occasionally you may be unavailable. That's fine; all you have to do is contact a committee member and temporary arrangements can be made in your absence.

Please note that if you attend the free breakfast at our AGM, you are obliged to be present at the meeting until all positions are filled and the meeting is declared finished.

Next the 'normal' club meeting resumes (with the new committee members presiding) and we will require volunteers to put their hand up to organise a monthly meeting run. All you have to do is choose a destination and route and determine a method to pick a winner for the day. Usually the winner is determined by an observation sheet and/or questionnaire, but it can be anything you like. It's up to your imagination! This is a great opportunity to show off your favourite piece of road, scenery or destination. Our editor will be more than happy to print the direction and questions sheets for you. Just remember to get the details to the editor at least a month ahead so that it can be announced in our newsletter. Everybody who has organised a monthly run has expressed to me how very satisfying it is. Give it a go!

All this information is per my understanding of our current constitution and by-laws. Please check your copy of the constitution and by-laws for more information and clarification. If you feel that any information I have given here is incorrect or unfair, please contact me or a committee member and we will do our very best to correct or solve any problems.

John Pritchard - CHACC President

Electing the Management Committee

As stated in the CHACC Constitution (please read your copy for further information):

14. (1) A member of the management committee may only be elected as follows -
 - (a) any 2 members of the association may nominate another member (the "candidate") to serve as a member of the management committee;
 - (b) the nomination must be -
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the Secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting (as CHACC does not have a club house, it has been suggested that this list be posted on our website, www.chacc.com)

Brief Description of Committee Positions

President:

- ⇒ It's your choice as to how you handle this job. I decided to be passive and not initiate many changes as I was happy with our club as it is. However, occasionally decisions must be made. As president, you have the same voting power as each other committee member in any committee decision.
- ⇒ Conduct our monthly meeting. Not difficult at all, you just follow the agenda template printed out and read out apologies, move a motion to pass the new members, ask for anyone wanting to bring up existing or new business and bang the gavel every now and then.
- ⇒ Shake the CHACC cow bell to round up the 'herd' at appropriate times, i.e. time to leave the Sundowner and getting people to listen for instructions, etc.

Vice President:

- ⇒ Take on the president's role at meetings if the president is absent.
- ⇒ You have the power of one vote in club decisions, same as each other committee member.

Secretary:

- ⇒ Empty our post office mailbox weekly. Go through the mail and record for minutes. Reply to any mail that needs attending to. Forward membership applications and renewals to treasurer.
- ⇒ Make a note of all upcoming rally information that comes by mail and list for newsletter. A copy to be forwarded to rally director – rally director gets all the hard copies on the run.
- ⇒ At meetings, record the minutes, type them out and send to the editor via email.
- ⇒ Obtain copy of treasurer's report and type out for minutes.
- ⇒ Keep attendance record and type out to send to editor.
- ⇒ This job mainly entails a bit of typing. On some runs, when there is a lot discussed, there is a few pages of typing to do. However, speed and accuracy are not required. You do not have to be a typist or secretary to do this role.
- ⇒ Do your own column for the newsletter – optional.
- ⇒ You have the power of one vote in club decisions, same as each other committee member.

Treasurer:

- ⇒ Keep an up to date set of books detailing all Income and Expenditure.
- ⇒ Prepare a detailed bank reconciliation statement at the end of each month to be presented at our general meetings. Read out a condensed version of all income & expenditure with a balance of all accounts.
- ⇒ Reinvest money where and when necessary.
- ⇒ All accounts owing are to be paid by cheque with 2 authorised signatures and passed at the general meeting.
- ⇒ Keep petty cash on the imprest system with the amount approved by the committee.
- ⇒ Keep an up to date list of all property and stock. Re-order stock when needed.
- ⇒ Prepare the books for the Audit at the end of the financial year.
- ⇒ Write all receipts for any income and ensure that all membership receipts and cards be given, or posted to said members.
- ⇒ Keep an up to date list of all members and all their details.
- ⇒ Provide details of all new members to be passed at the general meeting.
- ⇒ You have the power of one vote in club decisions, same as each other committee member.

Rally Director:

- ⇒ The Rally Director obtains rally information from club secretary (usually all runs/rallies that come in the mail). The Rally Director then reads out the upcoming events usually the next month only on the run. He or she will let members know that they have all the hard copies available to look through if required.
- ⇒ He/she usually keeps a folder with all run/rally info in it.
- ⇒ The secretary will usually email an updated run list through to the rally director prior to the next run (a few days before) but a copy is with the newsletter editor anyway.

Fund Raising Coordinator:

- ⇒ Conduct a raffle at our monthly meetings.
- ⇒ Encourage members to donate prizes for raffles.
- ⇒ Consider other ways to raise funds.
- ⇒ You have the power of one vote in club decisions, same as each other committee member.

Assistant Fund Raising Coordinator:

- ⇒ Assist the Fund Raising Coordinator.

Social Director/Caterer:

- ⇒ Arrange a venue, catering and entertainment for the Adults Christmas Party. Collect any fees (to be passed on to the Treasurer) and buy lucky door prizes which are reimbursed from club funds.
- ⇒ Arrange a venue and catering for the AGM Breakfast.
- ⇒ Organise the Children's Christmas Party with drinks and lollies, etc. Prepare games and prizes to amuse the children. Arrange for someone to act as Santa Claus and provide a suit and suitable mode of transport.

Assistant Social Director/Caterer:

- ⇒ Assist the Social Director/Caterer.

Editor:

- ⇒ Produce our Steering Column News and any other bulk printing required. Ensure to post it out on time so that all members have a chance to prepare for our meetings and events (as much as possible). A computer with all required software and a quality laser printer is supplied. Petty cash is provided to cover all consumables, postage and expenses.
- ⇒ Involves basic office and computer skills which are very easily learned, printing, stapling, folding, stuffing envelopes, sticking address labels on envelopes and freaking out the local postie once a month with 150ish extra letters to deliver.

Co-editor:

- ⇒ Assist the editor.

Photographer:

- ⇒ Take wide angle photos at our meetings, cars, members and presentations using the club's and/or your own digital camera. Forward the pictures to our editor who will file them and edit some for inclusion in the Steering Column Newsletter.

Technical Officer:

- ⇒ Provide advice and technical help about vehicles to members upon request.
This position seems to be redundant as members tend to source their own information on the club grapevine or elsewhere. A committee decision has been made to rest this position if no nominations are received.

Dating Officers:

- ⇒ Inspect member's vehicles upon request of a dating certificate for concessional registration. Provide a certificate for eligible vehicles according to the SIVS guidelines. A link to the guidelines document can be found on www.chacc.com
- ⇒ A good knowledge of vehicles, and the SIVS guidelines is required.
- ⇒ You may request reimbursement of your expenses from the applicant where applicable.

Everybody else:

- ⇒ We all have the right to voice our opinions without prejudice during the general business part of our monthly meetings. All member's opinions and ideas are welcome and respected. Our newsletter and website are our biggest voice and all member's are encouraged to contribute articles, photos and information that may be of interest to us all.
- ⇒ But most of all, CHACC is all about the love of our cars, so at the very least, we'd love to see all of you now and then on our monthly runs to chin-wag with fellow enthusiasts and enjoy our diverse range of unique, classic and vintage vehicles.