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

Firstly, all attending members enjoy a subsidised 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).

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

As well, a secret ballot will take place to vote for CHACC "member of the year".

Then 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 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. You can turn your run into a trivia or questionnaire run, or simply arrange a nice drive. 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 secretary will be more than happy to print the directions 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. Give it a go!

### **Brief Description of Committee Positions**

#### President:

- It's your choice as to how you handle this job. 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.
- 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 OR handwrite and give/post to editor.
- Obtain copy of treasurer's report.
- Keep attendance record.
- It would help if you can type but it isn't essential. On some runs, when there is a lot discussed, there are a few pages of writing and typing is often easier. However, speed and accuracy are not required. You do not have to be a typist or secretary to do this role.
- Maintain membership register and submit applications for new members to general meetings for approval. Have membership register available to members at all meetings. Receipt and forward membership cards.
- Have club merchandise available at car runs if possible.
- You can write your own column for the newsletter – this is 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 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.
- 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 (an advance of cash for small expenditure which is reimbursed and balanced each month). The amount is approved by the committee.
- In conjunction with the secretary, 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 other than membership related.
- 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.
- Assist with any other social activities.

#### Assistant Social Director/Caterer:

- Assist the Social Director/Caterer.

#### Editor:

- Produce our Steering Column News. You have leeway to be creative or you can simply follow previous format.
- Petty cash is provided to cover all consumables, postage and expenses. In conjunction with the secretary, you will organise printing and posting of SCN.
- Involves basic office and computer skills which are very easily learned, printing, stapling, folding, stuffing envelopes, sticking address labels on envelopes. A good 'husband and wife' job!

#### Photographer:

- Take 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.

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](http://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.

Webmaster:

- Update website as applicable, insert current month SCN when advised by Editor. Archive and keep website current with news and relevant information.

Everybody else:

- We all have the right to voice our opinions without prejudice during the general business part of our monthly meetings. Every member's opinion and ideas are welcome and respected.
- Our newsletter and website are our biggest voice and all members 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.