

President – 2.5 hrs twice a month

- Chairperson of general meetings 2nd and 4th Wednesdays each month
- Represent the Club to liaise with MNSW and others
- To ensure management committee is doing as requested

Vice Presidents (Senior and Junior) – often very little time required

- Chair general meetings if President unavailable

Secretary – minimum 5 hrs per week

- Receive incoming correspondence
- Send outgoing correspondence
- Take minutes of general meetings

Assistant Secretary

- Share workload of Secretary
- Take minutes of general meetings if Secretary unavailable

Treasurer – minimum 2 hrs per week

- Pay accounts once approved by Management Committee (MC)
- Bank income
- Record keeping
- Balance accounts
- Prepare profit and loss statements of events
- Prepare budgets for events

Assistant Treasurer

- Assist Treasurer with their tasks

Public Officer – 4 hrs once a year

- Lodge annual report with Department of Fair Trading

Membership Secretary – average 1 hr per week

- Record new and renewing members (via RiderNet)
- Reconcile payment of membership fees
- Prepare and present membership report at general meetings
- Assist members with their queries re membership and racing

MNSW Delegate – 2.5 hrs 6 times per year (Thursday nights every 2nd month)

- Attend MNSW Delegates meetings
- Report to MNSW Delegates on Club activities
- Report back to the Club on matters raised / discussed at MNSW Delegates meetings

Nepean Delegate – 2.5 hrs every 2nd month

- Attend Nepean Motorsports Club (NMSC) meetings (represent the Club)
- Report back to the Club on matters raised / discussed at NMSC meetings

Management Committee – 2.5 hrs twice per month

- Attend general meetings to
- Manage the Club

Records Secretary – 5 to 10 minutes per month

- Keep records of who attended Club meetings (both general and race) including officials

Publicity Officer – 5 to 7 hours per week

- Facebook
- Website

Stores Officer – Zero hrs

- Supply garage (or similar) for storage of Club equipment

Race Organising Committee – as required

- Attend meetings as required to assist in the preparation for and running of events (road race and/or dirt track)