



***Owners' Club of Australia***  
***(Victoria Division) Incorporated***  
**ABN 85 862 959 314**

**Position Description – Competition Secretary  
(Voting Officeholder Member of the Club Committee)**

**Governance**

- The Competition Secretary is one of nine voting Officeholders and a Member of the Committee, as listed in the AROCA (Vic) Incorporated Association Rules (Section 24.1).
- The AROCA Vic Inc. Association Rules provide the Club Committee may consist of up to nine elected Officeholders and two elected Ordinary Members (Section 23.3). The Executive consists of the President, Secretary and Treasurer (Section 26). The President must be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The Competition Secretary shall be familiar with and abide by AROCA (Vic) Governance Principles adopted by the Committee 29<sup>th</sup> November 20023
- No individual Committee or Co-opted Member has the individual power to:
  - Manage the affairs of the Club.
  - Make a decision on behalf of the Club.
  - Enter into contract on behalf of the Club.
  - Incur any debt or obligation on behalf of the Club,
  - . . . Unless the power to do so is delegated to that person or position by resolution of the Committee.
- The Committee will, by resolution, make such delegations as are required to enable each Committee Member to carry out their Position Description.
- The Competition Secretary shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29<sup>th</sup> November 2023
- The Competition Secretary must perform the functions of the Competition Secretary role as set out in this position description adopted by the Committee November 2023
- At the start of the Club's financial year, the AROCA Vic Committee shall:
  - Liaise with the Competition Secretary to allocate a budget to provide for the Club's competition events for the following 12 months, including entry fees.
  - Specify the number of competition events to be conducted during the following 12 months.
  - Specify a competition calendar for the following 12 months.
  - Ensure the Competition Secretary directs all event entry fees and other income to the Treasurer for timely deposit in the Club bank account.
  - Ensure the Competition Secretary directs appointed suppliers direct their invoices to the AROCA Vic Treasurer for timely payment.
  - Specify in liaison with the Competition Secretary what, if any, categories of out of pocket expenses paid by the Competition Secretary in this role shall be reimbursed by the AROCA Vic Treasurer.

**Role**

- Manage the Club competition program.
- Ensure the Club acts legally, ethically and in the best interests of the Members in all of its dealings and activities and events positively reflect the proud history of the Alfa Romeo marque.

**Reporting**

- The Competition Secretary reports to the Committee.
- The Competition Secretary shall prepare a written report on the Club competition program for presentation at the first Club Committee meeting of each year for approval by the committee.
- The Competition Secretary shall arrange for the preparation of a report to be published in each edition of the Club magazine.
- The Competition Secretary shall present to the Club a report on the Club competition program prior to the close of the Club year and present that report at the Annual General Meeting.



*Owners' Club of Australia*  
*(Victoria Division) Incorporated*  
ABN 85 862 959 314

**Responsibilities:**

- Negotiate with venue operators and trackside services for event dates to develop a DRAFT competition program for the Club year.
- Secure written fee quotes from venue operators and trackside service providers to deliver all events listed in the DRAFT competition program for the Club year.
- Submit the DRAFT competition program for the Club year together with a budget estimating total costs and total projected entry fee income for each event listed in the DRAFT program to the Club Committee for approval.
- Following Club Committee approval of the competition budget and program for the Club Year:
  - Confirm all venue and trackside service bookings for the Club Year at the fee rates approved by the Club Committee.
  - Promote that event program for the coming competition year events progressively to Members in all Club media and direct mail to past entrants and invited Clubs.
  - Act as Event Secretary for all competition events, including:
    - Submit permit applications, draft Supplementary Regulations and all required documents to Motorsport Australia or AASA for approval.
    - Book required trackside officials and support people to run each event.
    - Select entry method – on-line with MA or AASA or by post to Event Secretary.
    - Issue Entry Forms and Supp Regs to prospective entrants and on Club website.
    - Issue Further Supp Regs, including all officials' names, competitor groups, and related documents before event.
    - Ensure all post event documentation is returned in a timely manner to MA/AASA.
- Collect all entries and process all payments directly into the Club bank account by forwarding to Treasurer for processing.
- Collate all entrants and arrange appropriate competition groups for events.
- Assist Members and entrants with event enquiries.
- Encourage Members to become involved to provide a pool of officials and general helpers.
- Post event, to arrange a detailed written event report, including number of entries, total income, total costs and a description of the event including any incident reports to the Club Committee meeting in the month following the event.
- Provide all invoices for all expenses incurred that relate to a competition event to the Treasurer for payment.
- Subject to any direction made by resolution of the Committee, ensure all payments due to track and venue owners are paid when due.
- After resolution of the Committee, may delegate specific parts of the role to a co-opted Member.
- When practical to provide at least one Club Meeting Guest Speaker appropriate to Members' interests per year in liaison with Committee Members
- Manage communication and document storage via AROCA link [compsec@alfaclubvic.org.au](mailto:compsec@alfaclubvic.org.au)

This position description was adopted by resolution of the Club Committee on 29th November 2023