



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

Position Description - Club Permit Scheme Officer
Non-voting Co-opted Member

Governance

- The Club Permit Scheme Officer is a Club Member appointed (Co-opted) by the Club Committee.
- The Club Permit Scheme Officer is not a Member of the Club Committee and has no voting rights.
- The AROCA Vic Inc. Association Rules provide the Club Committee may consist of up to nine elected Officeholders and two elected Ordinary Members. The Executive consists of the President, Secretary and Treasurer.
- The Club Permit Scheme Officer shall, be familiar with and conduct all Club business in accordance with and the AROCA Vic Governance Principles as adopted by the Committee.
- The Club Permit Scheme Officer shall be completely familiar with and up to date on all VicRoads CPS Regulations, use best endeavours to ensure the Club is fully compliant at all times and promptly report any Member in non-compliance (not financial, etc) to the Committee.
- No single 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.. . . 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.
- Prior to the start of the Club's financial year, the Club Committee shall
 - Liaise with the Club Permit Scheme (CPS) Officer and the Membership Secretary to allocate a budget to provide for the conduct of the CPS system for the following 12 months.
 - Ensure appointed suppliers direct their invoices to the AROCA Vic Treasurer for timely payment.
 - Specify in liaison with the Membership Secretary what, if any, categories of out of pocket expenses paid by the Club Permit Scheme (CPS) Officer in this role will be reimbursed by the Club Treasurer.

Role

- Operate and maintain the Club's Club Permit Scheme in accordance with VicRoads requirements, ensuring any updates or changes are implemented as required in timely manner.
- Ensure that the Club acts legally, ethically and in the best interests of its Members in all of its dealings and activities and events positively reflect the proud history of the Alfa Romeo marque.

Reporting

- The Club Permit Scheme Officer shall report to the Membership Secretary.
- The Club Permit Scheme Officer shall prepare a status report to the Membership Secretary not less than seven days before each Club Committee meeting. This report shall include new CPS applications, completed CPS renewals, and a list of Members whose permits are 12 months old and due for renewal.
- The Club Permit Scheme Officer shall report any Member with a vehicle in the CPS and who is non-financial to the Club Committee.
- Present to the Club Committee a written report on the Club Permit Scheme prior to the close of the Club year for presentation by the Club Permit Scheme Officer at the Annual General Meeting.



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Responsibilities

- Arrange for the Secretary to link cps@alfaclubvic.org.au to your personal email account.
- Provide your authorised personal signature to the Club Secretary and ensure your signature is forwarded to the correct VicRoads contact.
- Ensure Club Members are kept up to date on all VicRoads CPS Regulations, including publicising in Club publications the outcomes of occasional VicRoads reviews of the Club Permit Scheme.
- Respond to Member enquiries regarding the CPS within 7 days.
- Receive Member applications for **new** normal and modified Club Permits:
 - Verify all requirements are supplied, such as VicRoads Application form, VicRoads Vehicle Eligibility form, completed Road Worthy Certificate, and self-addressed return envelope from the Member.
 - Verify with Membership Secretary the applying Member is financial.
 - Ensure that Members supply digital photos of the Member's car required by VicRoads are received via cps@alfaclubvic.org.au.
 - Securely file the Member's digital photos under that Member's name, noting their Club Membership number and date of application.
 - Sign VicRoads form and send all documents to the applying Member within 14 days using the self-addressed return envelope they supplied.
 - Follow up with Members to secure the Club Permit Scheme licence plate number allocated to their car and record that number on their file.
- Receive Member applications for **renewals** of normal and modified Club Permits:
 - Verify with Membership Secretary the applying Member is financial.
 - Sign form and return to the applying Member in the self-addressed return envelope they provided. If the Member included a cheque payable to VicRoads, ensure return envelope is addressed to VicRoads, include cheque with VicRoads forms and post to VicRoads.
- Maintain timely and clear communication with Club Members by providing regular editorial contributions to the magazine Editor, Newsletter Editor, Website content manager, Social Media Manager.
- 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 cps@alfaclubvic.org.au

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