



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

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

Governance

- The Membership 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 that 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 Membership Secretary shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The Membership Secretary shall be familiar with and abide by AROCA (Vic) Governance Principles adopted by the Committee 29th November 2023
- 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 Membership Secretary shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29th November 2023.
- The Membership Secretary shall perform the functions of the Membership Secretary role as set out in this position description adopted by the Committee 29th November 2023
- Confirm that all requirements of the AROCA Vic Inc. Association Rules are met.
- At the start of the Club's financial year, the AROCA Vic Committee will:
 - Liaise with the Membership Secretary to allocate a budget to provide for the efficient management of the Membership data base 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 Membership Secretary in this role (stationery, postage stamps, etc) will be reimbursed by the AROCA Vic Treasurer.
 - Specify in liaison with the Membership Secretary a budget for the maintenance or improvement of the Membership database (hardware, software, etc) and bulk purchases of Membership cards, decals etc.

Role

- Operate and maintain the Club Membership database.
- Provide leadership in development and application of the Club Membership and Vehicle Register database to improve delivery of Club services and activities to Members.
- Ensure the Club acts legally, morally and ethically in all of its dealings and that activities and events positively reflect the proud history of the Alfa Romeo marque.



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Reporting

- The Membership Secretary reports to the Committee.
- The Membership Secretary shall prepare and distribute a written report for each Club Committee meeting.
- The Membership Secretary shall prepare a report to be published in each edition of the Club magazine.
- The Membership Secretary shall prepare a written Membership report prior to the close of the Club year and present that report at the Annual General Meeting.

Responsibilities

- Ensure the Club Membership database is operated within accordance to the Club Rules and The Privacy Act.
- Support Club Committee Members and Co-opted Members in their endeavors to deliver improved services and activities to Members, including:
 - Support the Club Permits Scheme Officer by:
 - Maintaining and sharing accurate records of the Club Permits issued to Members by the Club.
 - Create a report on any Club Member on the CPS who becomes unfinancial for immediate distribution to the CPS Officer and Secretary, so they in turn can review notification to advise VicRoads.
 - Support event organizers in the development and application of database tools to assist in the promotion of their events.
 - Support the Treasurer by depositing all credit card payments, cheques and the like for Membership payments directly in the Club bank account.
 - Support the Editor by:
 - Supplying a list of New Members/vehicles for each issue of the magazine.
 - Providing a mailing list of current Members for posting each issue.
- Advise card manufacturer to issue Membership cards / labels to all renewed Members.
- Advise card manufacturer to issue Membership Pack (Membership cards, window decal, 2 magazines and welcome letter including reference to Club website for Club Rules) to all new Members.
- Take leadership for the planning and delivering at least one News Member Welcome function each year, in liaison with the Club Committee
- Distribute Membership renewal notices to Members at least 14 days prior to the due date.
- Contact where possible unfinancial Members at 60 days after their renewal date.
- Purchase all stationery, postage stamps, etc required to fill role.
- Be pro-active in expanding the Club Register of Alfa Romeos owned by Members.
- Encourage new Members to attend Club Meetings and attend Club Meetings when possible to welcome them.
- Endeavour to contact all living Life Members at least annually.
- Where practical provide at least one Club Meeting Guest Speaker appropriate to Members' interests per year in liaison with Committee Members.
- Refer to Appendix A for detailed activities.
- Manage communication and document storage via AROCA link: Membership@alfaClubvic.org.au

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