



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

Position Description - President
(Voting Officeholder Member of the Club Committee)

Governance:

- The President 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 President shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The President 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 shall, by resolution, make such delegations as are required to enable each Committee Member to carry out their Position Description.
- The President shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29th November 2023
- The President shall perform the functions of the President role as set out in this position description adopted by the Committee 29th November 2023
- Confirm all requirements of the AROCA Vic Inc. Association Rules are met.
- At the start of the Club's financial year, the AROCA Committee shall
 - Liaise with the President to allocate a budget to provide for the efficient running of Club activities for the following 12 months.
 - Confirm the number and nature of Club activities to be held during the following 12 months.
 - Oversee the Club Calendar for major of events for the following 12 months.
 - Ensure all event revenue and expenses are directed to the AROCA Vic Treasurer for timely banking and payment.
 - Specify in liaison with the Committee Members what, if any, categories of out of pocket expenses are required for this role.

Role:

- To provide leadership of Committee and Co-opted Members to plan and implement a program of Club activities to achieve the aims and purpose of the Club and that meet the needs of AROCA Members.
- To provide leadership in the governance of all Club affairs, including advising Committee and Co-opted Members on required processes and appropriate protocols as necessary.
- To ensure compliance with the legislation applicable to the Association.
- To ensure the Club acts legally, ethically and in the best interests of its Members 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 President reports to the Committee.
- The President must prepare a report to be published in each edition of the Club magazine.
- The President must prepare and distribute an agenda for each Committee meeting.
- Present to the Committee a written report on the performance of the Club prior to the close of the Club year for presentation at the Annual General Meeting and present that report at the Annual General Meeting.

Responsibilities:

- Be a full, family or life Member, and own or regularly drive an Alfa Romeo.
- Preside at all meetings of the Club Committee (unless delegated to the Vice President).
- Preside at the monthly Club meeting.
- Preside at the Annual General Meeting until positions are spilled.
- Engage with Club Members regularly to learn their interests/ideas about improving the Club.
- As the primary representative of the Club in dealing with external partners, the President shall-
- actively promote positive external relationships with key organisations, including Victorian Alfa Romeo Dealers, Motorsport Australia and other relevant motorsport and motoring bodies.
- To support the President's external relations activity, she/he must develop a written program of meetings, activities and event invitations directed at key external partners.
- The President shall represent the Victorian Division in dealings with the National Coordinator and other State Divisions.
- The President shall have a second or casting vote on tied votes at Committee meetings.
- Contribute articles to every issue of the Club magazine and Newsletter.
- 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: president@alfaclubvic.org.au

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