



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

**Position Description - Register Coordinator**  
**(Voting Ordinary Member of the Club Committee)**

**Governance**

- The Register Coordinator is one of the two voting Ordinary Members of the Committee, as listed in the AROCA (Vic) Incorporated Association Rules (Section 23.3.2).
- 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 Register Coordinator shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- 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 shall, by resolution, make such delegations as are required to enable each Committee Member to carry out their Position Description.
- The Register Coordinator shall be familiar with and abide by AROCA (Vic) Governance Principles adopted by the Committee 29<sup>th</sup> November 2023
- The Register Coordinator shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29<sup>th</sup> November 2023
- The Register Coordinator shall perform the functions of the Register Coordinator role as set out in this position description adopted by the Committee 29<sup>th</sup> November 2023
- At the start of the Club year, the Club Committee shall:
  - Specify a major activity and event calendar for the following 12 months.
  - Liaise with the Register Coordinator to specify the number of major activities and events to be coordinated during the following 12 months.
  - Liaise with the Register Coordinator to allocate individual budgets for those major activities and events planned for the following 12 months.
  - Ensure suppliers direct invoices to the Club Treasurer for timely payment.
  - Specify in liaison with the Register Coordinator what, if any, categories of out of pocket expenses paid by the Register Coordinator in the course of this role will be reimbursed by the Club Treasurer.
  - Specify in liaison with the Club Treasurer, what, if any, categories of out of pocket expenses paid by the Register Captains in the course of organizing activities/events will be reimbursed by the Club Treasurer.
- The Register Coordinator shall liaise with the Register Captains to prepare and present to the Club Committee a written report on the activity and event program performance prior to the close of the Club year for presentation at the Annual General Meeting.

**Role**

To ensure that the Club provides Members with an engaging and varied activity and event program for the Club year by working in liaison with the Register Captains and Members to:

- Co-ordinate the major Club displays and social events, such as Spettacolo Dinner, Car Display and Concorso and Show & Shine competitions.
- Form volunteer sub-Committees as necessary and delegate organisational tasks required for the success of the major events.
- Provide leadership to Register Captains by:
- Creating an event calendar that provides variety and avoids duplication.



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- Provide advice when required to help them organise a range of:
  - Entertaining driving and social events.
  - Informative garage visits, technical presentations and workshop visits.
  - Showroom visits with Club sponsors and supporters.
- Ensuring they submit to the Magazine Editor, Newsletter Compiler, Website, Social Media Coordinator:
  - Pre-event notices.
  - Post event reports with photos.
- 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.

**Reporting**

- The Register Coordinator reports to the Club Committee.
- The Register Coordinator shall prepare a status report to the Club Committee not less than seven days before each Club Committee meeting.
- The Register Coordinator shall liaise with the Register Captains to prepare and present to the Club Committee a written report on the activity and event program performance prior to the close of the Club year and present that report at the Annual General Meeting.

**Responsibilities:**

- Act as Chair of the annual Spettacolo Committee formed to plan and deliver the Spettacolo Dinner, Car Display and Concorso and Show & Shine competitions.
- Ensure AROCA (Vic) Meeting Protocols are implemented by Spettacolo Committee Members, including appointing a Spettacolo Committee Secretary to record and distribute accurate meeting minutes with dated action deadlines noted.
- In liaison with the Club Treasurer, ensure that the Spettacolo Dinner, Car Display and Concorso and Show & Shine competitions are delivered within the Committee mandated budget.
- In liaison with the Spettacolo Committee and the Club Advertising Coordinator, seek to engage appropriate businesses and organisations in sponsorship of Spettacolo.
- Act as Chair of a regular (at least quarterly) activity and event planning meeting with Register Captains.
- Provide support and encouragement to the Club Register captains.
- If a Register activity or event requires expenditure of Club funds, ensure Register Captains prepare budgets prior to activities and events, including requests for any personal expenses, for submission in timely manner by the Register Coordinator to the Club Committee for approval.
- Encourage Club Members to support their register and its Captain.
- In liaison with the Register Captains and the Club Advertising Coordinator, seek to engage appropriate businesses and organisations in activities and events that will deliver useful information, social and/or, technical benefits to Club Members.
- Maintain timely and clear communication with Club Members by providing regular editorial contributions to the Magazine Editor, Newsletter Compiler, Website content manager, Social Media Manager.
- Where practical provide at least one Club Meeting Guest Speaker appropriate to Members' interests in liaison with Committee Members.
- Manage communication and document storage via AROCA link [register@alfaclubvic.org.au](mailto:register@alfaclubvic.org.au)

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