



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

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

Governance:

- The 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 Secretary shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The 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 shall, by resolution, make such delegations as are required to enable each Committee Member to carry out their Position Description.
- The Secretary shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29th November 2023
- The Secretary shall perform the functions of the Secretary role as set out in this position description adopted by the Committee 29th November 2023
- At the start of the Club year, the AROCA Committee shall:
 - Liaise with the Secretary to ensure all relevant documentation is accessible or provided for the efficient running of various Club events for the following 12 months.
 - Ensure that 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 manage and administer Club records and policies, including preparation and lodging of reports, annual returns and all other documents required to be prepared and/or lodged by law.
- To ensure leadership governance and the individual role responsibilities and requirements of AROCA Vic Members are met.
- To be the prime contact with Consumer Affairs Victoria.
- To ensure that 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.
- **Reporting**
- The Secretary reports to the Committee.
- The Secretary shall prepare a report outlining Club correspondence of interest to Members and including Committee meeting minutes to be published in each edition of the Club Magazine.



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Responsibilities:

- Be a full, family or life Member, and own or regularly drive an Alfa Romeo.
- Arrange for the Secretary to link secretary@alfaclubvic.org.au to your personal email account.
- Prepare and distribute minutes of all meetings of the Committee and the Club
- Capture and store securely the minutes of AROCA Committee and Club meetings
- Manage incoming Club mail/email and inform and/or distribute that information to Committee Members and/or Club Members as required via the Club post box.
- Assist with all Club correspondence as required.
- Manage, record and store all Club records including minutes, magazine returns, letters, other correspondence, contracts and the Master Event Calendar.
- Ensure compliance with all the legislation applicable to the Association.
- Maintain timely and clear communication with Club Members by providing regular editorial contributions to the Magazine Editor, Enewsletter Editor, Website content manager, Social Media Manager.
- Ensure Committee Members and Co-opted Members fulfil their responsibilities to the Club.
- Present to the Committee a written report on the role prior to the close of the Club year for presentation at the Annual General Meeting.
- Have a good working knowledge of the Club rules and duties of officeholders and Committees.
- Ensure the Club acts legally, ethically and in the best interests of its Members in all its dealings and that activities and events positively reflect the proud history of the Alfa Romeo marque.
- Where practical 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: secretary@alfaclubvic.org.au

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