



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

Position Description – Social Secretary
(Voting Officeholder Member of the Committee)

Governance

- The Social 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 the Club Committee may consist of up to nine elected Officeholders and two elected Ordinary Members (Section 23.3). The Executive consists of the Social Secretary, Secretary and Treasurer (Section 26).
- The Social Secretary shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The Social Secretary shall have a current working with Children card
- The Social 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 Social Secretary shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29th November 2023
- The Social Secretary shall perform the functions of the Social Secretary 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 Social Secretary to allocate a budget to provide for the efficient running of Club social activities for the following 12 months.
 - Confirm the number and nature of Club social activities to be held during the following 12 months.
 - Oversee the Club Calendar for social 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

- Provide leadership of Committee and Co-opted Members to plan and implement a program of Club social activities for the following 12 months.
- To bring creative ideas to the task by generating social activities such as lunches, dinners, movie nights, Bocce evening and drives to venues that will attract the interest of Club Members.
- Generate a network of organisations that will benefit from the donation of prizes for Club raffles, door prizes, competition prizes, etc.
- Generate a network of venues that are attractive and appropriate for holding Club activities and events.
- Liaise with other Club leaders to assist in the planning and delivery of major Club activities and events.
- 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 Social Secretary reports to the Committee.
- The Social Secretary shall prepare a written report on the Club social program for presentation at each Club Committee meeting.
- The Social Secretary shall prepare a report to be published in each edition of the Club magazine.
- The Social Secretary shall present to the Club Committee a written report on the Club social program 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

- Provide leadership in the organisation of Club social events and recruit volunteers to assist as required.
- Negotiate with venue operators, prize donors and sponsors for event dates to develop a DRAFT social program for the Club year.
- Secure written quotations from venue operators and service providers or deliveries on events listed in the DRAFT social program for the Club year.
- Submit to the Club Committee for approval the DRAFT social program for the Club year, together with a budget estimating total costs and any projected entry fee/sponsorship income for each event listed in the DRAFT program.
- Following Club Committee approval of the social program and budget for the Club Year:
 - Confirm all venue and service supplier bookings for the Club Year at the fee rates approved by the Club Committee.
 - Promote the event program for the year's social events progressively to Members in all Club media.
 - Act as "welcome" person at all social events, or delegate that role to a Club Member volunteer.
- Organise tickets and prizes for the raffles held at Club activities and events.
- Book venues or digital platform for Club Committee meetings.
- In liaison with the Register Coordinator, plan and deliver the annual Spettacolo Dinner, including:
 - Secure quotes from venue and service suppliers (raffle prizes, decorations, sound/AV gear, etc).
 - Produce an expenses and income budget for the Spettacolo Dinner and submit to the Club Committee for approval.
 - On approval of the Spettacolo Dinner budget by the Club Committee, book venue, menu options and any service suppliers.
 - In liaison with the Magazine Editor, Enewsletter Editor, Web Site and Social Media Managers, promote the Spettacolo Dinner across all Club media.
- Take Spettacolo Dinner bookings from Club Members (including their guests) and process all payments directly into the Club bank account or forward to Treasurer for processing.
- Attend the Spettacolo Dinner and in liaison with the venue host, oversee delivery of the event.
- In liaison with the Register Coordinator, help plan and deliver the Spettacolo Display and attend the event to help oversee the assignment of volunteers to tasks and support volunteers in the Club Shop.
- In Liaison with the Club Committee, assist in the planning, budgeting and delivery of:
 - Club Members' Children's Christmas party.
 - Any fundraising activity for the Club's nominated charity Club annual Awards Presentation Dinner.
- Contribute articles to every issue of the Club magazine and Enewsletter and provide content for the Web Site and Social media.
- 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: social@alfaclubvic.org.au

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