



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

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

**Governance:**

- The Vice 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 the Club Committee may consist of up to nine elected Officeholders and two elected Ordinary Members (Section 23.3). The Executive consists of the Vice President, Secretary and Treasurer (Section 26).
- The Vice President shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The Vice President shall be familiar with and abide by AROCA (Vic) Governance Principles adopted by the Committee 29<sup>th</sup> 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 Vice President shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29<sup>th</sup> November 2023
- The Vice President shall perform the functions of the Vice President role as set out in this position description adopted by the Committee 29<sup>th</sup> 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 will:
  - Liaise with the Vice 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.
  - Liaise with the Vice President to allocate a budget to provide for the trophy and other expected costs for the following 12 months.
  - Specify in liaison with the Vice President what, if any, categories of out of pocket expenses are required for this role.

**Role**

- Deputise for the President at Committee Meetings and Club Nights as required.
- Deputise for the Competition Secretary at sub-Committee meetings as required.
- Manage the Club event attendance and competition trophy program in liaison with event organisers.
- Maintain an up to date list of Club points earned by Members' at Club events and calculate trophy winners for formal trophy presentations.
- 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.
- LuTo 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.



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- 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.

**Reporting**

- The Vice President reports to the Committee.
- In liaison with the Vice President and Competition Secretary, ensure agendas are prepared for any meetings that the Vice President must Chair.
- The Vice President shall present a written report on the Club trophy program at each Club Committee meeting.
- The Vice President shall present to the Committee a written report on the performance of the Club trophy program prior to the close of the Club year and present that report at the Annual General Meeting.
- The Vice President shall contribute regular articles to the Club Magazine and Enewsletter to update Members on Club activity attendance and competition performance.

**Responsibilities:**

- Be a full, family or life Member, and own or regularly drive an Alfa Romeo.
- At the request of the Club Committee, the Vice President may act as a Club ambassador at Club and external events.
- Arrange for the outgoing Vice President to handover the Club Points Spreadsheet and brief you on the vital role of recording Club Members' attendance at all Club sanctioned activities and events.
- Ensure the availability of a Club Points Book at all Club nights and a Club Points Event Attendance Form is available at other Club events to capture Club Members' attendance records.
- In liaison with event organisers, maintain an accurate, up to date record of Club Members' attendance at all Club sanctioned activities and events.
- In liaison with the holder of the Competition Results Spreadsheet, maintain an accurate, up to date record of Club Members' performance in competition events.
- Determine Terry Potter & Bob Gardiner trophies using spreadsheet (macros).
- Seek competitive quotes from conveniently located vendors for Club trophies at least every three years
- Secure trophies from appointed Club Supplier in timely manner for presentation to awardees at trophy presentation events.
- In liaison with the Club Committee, make arrangements for the formal presentation of Club trophies.
- Encourage Club Members who are to be awarded trophies to attend presentation events.
- Chair the Competition sub-Committee as required.
- In liaison with the Competition Secretary, assist in the administration of Club competition rules.
- 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 for the role via AROCA link:  
[vicepresident@alfaclubvic.org.au](mailto:vicepresident@alfaclubvic.org.au)

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