



Wolseley Car Club of New Zealand Inc.

Handbook of Responsibilities
for
Elected
and
Appointed
Members .

17 October 2013

Explanatory Notes.

Often in many small organisations such as our Club, the structure and the lines of responsibility are not maintained or are overlooked, especially during periods of growth.

Many new people elected to positions are not fully aware of what their responsibilities are, to whom they are responsible and how they should be supported in their roll.

For an organisation to be strong and to do its best for members and for those who are taking on positions of responsibility, structures and responsibilities for the position's they hold should be easily available and clearly set out.

People in elected or appointed positions need to know what they are responsible for and to whom they can turn for assistance so they can confidently fulfil that position.

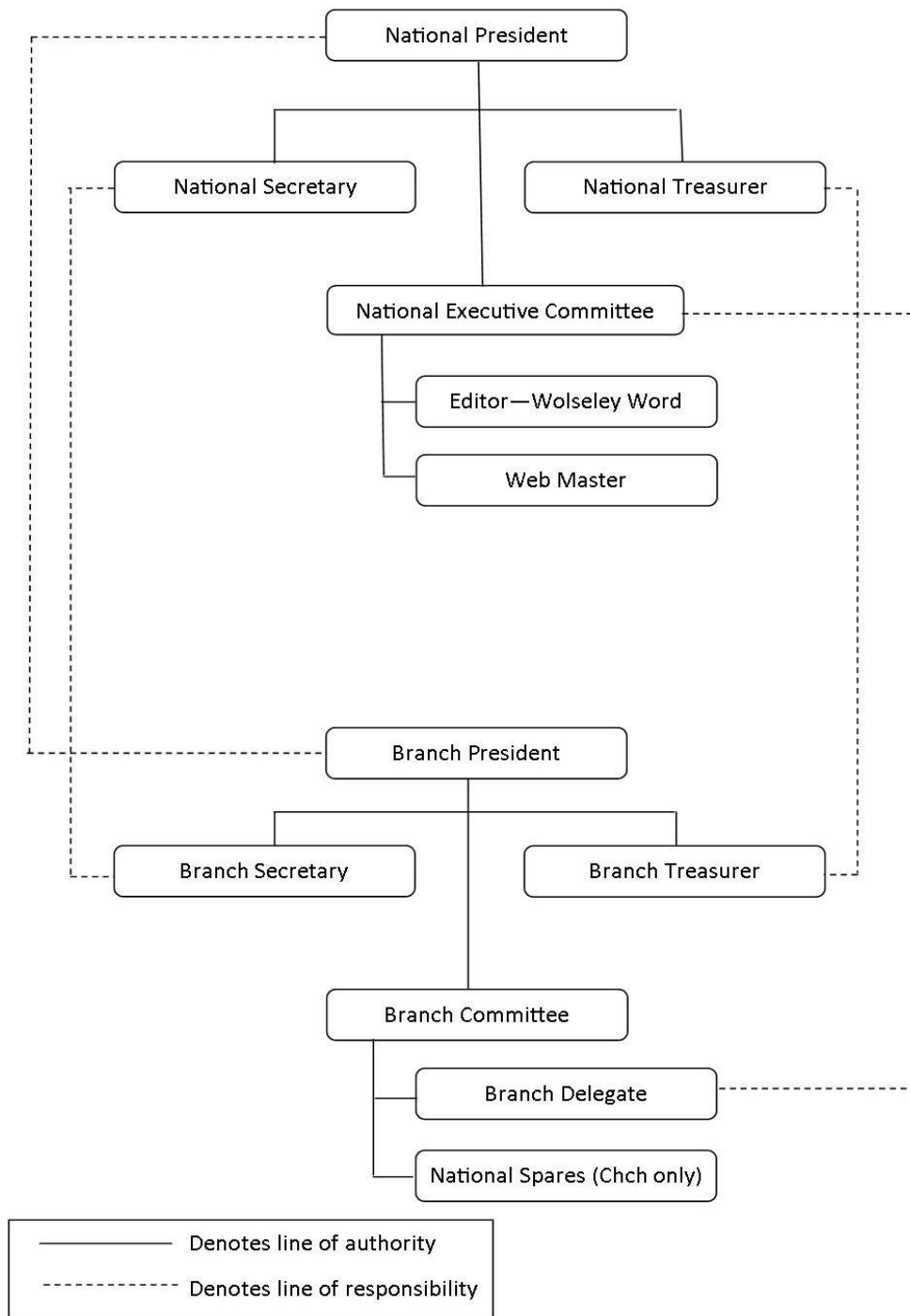
Structure in the club will also make members more confident and feel able to stand and take an office.

This "Handbook of Responsibilities" sets out the basic structure and responsibilities for all office holders in the Wolseley Car Club, and can be referred to when any member needs clarity, guidance and help with any task they undertake on behalf of members or for the club generally.

This handbook is a working document, and can be changed at any time with agreement of the National Executive Committee. The document owner is the National Chairman.

Organisational Structure

of the Wolseley Car Club NZ Inc.



Key Positions and Responsibilities of the Wolseley Car Club NZ Inc.

National President

- Promote the Wolseley Car Club.
- Provide guidance, assistance, direction and support to the National Secretary and all elected and appointed representatives.
- Be available to club members.
- Carry out duties as set out by the National Committee.
- Maintain active and on-going communications with the National Secretary.
- Chair the Club's Annual General Meeting (AGM) and any other National meetings as required.
- Discuss any developments that may come up from time to time with the National Secretary.
- React to any Legislative changes that might affect the operation of the Club.
- Be available Branch Presidents for any guidance or support they may require.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

National Secretary

- Receive member, and other relevant information from regional secretaries.
- Keep the national membership register and other documents up to date.
- Receive, record, and disseminate information to the appropriate receivers.
- Inform, and request information from, the appropriate people so as to fulfil their secretarial responsibilities.
- Maintain active and on-going communications with the National President.
- Provide reports as requested or required.
- Supply the Editor with monthly and up to date membership labels for the Wolseley Word.
- Supply National Spares Coordinator with an up to date membership list regularly or on special request.
- Supply useful information to club members via the Wolseley Word.
- Taking down minutes of the AGM and any other meetings as required.
- Advise and inform each Branch Secretary of due dates. (e.g. membership renewal updates).
- Provide resources, assistance and guidance to Branch Secretary's, as required and/or requested.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

National Treasurer

- Receive and record membership levies, and any other club income.
- Maintain the Club National Account, including ensuring payments for any Branch undertaking publication of the monthly newsletter are made regularly.
- Payment of accounts as required and as set out by the committee.
- Preparing and filing financial statements and reports to the AGM and any other time as required by the committee.
- Filing an Annual Tax Return to Inland Revenue Department as and when required.
- Filing the approved Annual Accounts to the Registrar of Incorporated Societies following the National AGM.
- Provide information to each Branch Treasurer via the National Secretary.
- Be available to Branch Treasurers for any guidance or support they may require.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

National Committee Members

- Be available for any meetings and/or assistance as required.
- Inform National President or the National Secretary of any information that they feel is of importance to the Club.
- Be available to the members.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

Wolseley Word Editor

- Assist with the promotion the Wolseley Car Club through the Wolseley Word.
- Develop the Wolseley Word within the guidelines as set out by the National Committee.
- Take advantage of any willing sponsors to assist with costs associated with the production of the Wolseley Word.
- Supply to the best of their ability, a monthly Wolseley Word for members.
- Advise contributors of deadlines and request appropriate input from them.
- Introduce any information that is relevant and likely to be of interest to the members.
- As required, organise a group to assist with the production and the distribution of the Wolseley Word.
- Advise the National President or the National Secretary of any concerns in the production of the Wolseley Word.
- Supply a copy of the Wolseley Word to all current financial members, the Web Manager, sponsors and any other relevant club.
- File a report to the National AGM.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

Web Site Manager

- Develop and manage the web site as set out by the National Committee.
- Keep the web site up to date and fresh.
- Ensure that the web site is accessible to our financial Club members.
- Advise the National President and/or the National Secretary promptly of any concerns you have with the website.
- File a report to the National AGM.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

Branch Chair

- Assist with the promotion the Wolseley Car Club.
- Welcome new members and encourage all members to take an active part in all branch activities.
- In conjunction with the Branch Secretary, organise and hold an Annual General Meeting for the Branch.
- Ensure that AGM activities are run in accordance with the Clubs Constitution and Rules.
- Respond positively to requests from the National President.
- Provide reports, programs, photos and any other information about your Branch activities to the Wolseley Word Editor.
- Contact the National President for any guidance or support that may be required.
- File a report to the National AGM.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

Branch Secretary

- Assist with the promotion of the Wolseley Car Club.
- Welcome new members and encourage all members to take an active part in all branch activities.
- In conjunction with the Branch President, organise and hold an Annual General Meeting for the Branch.
- Record and prepare minutes of all Branch meetings.
- Send updated membership forms and Financial details to the National Secretary for the updating of the National Register.
- Respond positively to any requests from the National Secretary.
- Assist the Branch President with the provision of reports, programmes, photos and any other relevant information for the Wolseley Word.
- Contact the National Secretary for any guidance or support that may be required.
- Carry out duties in accordance with the Clubs "Constitution and Rules."

Branch Treasurer

- Assist with the promotion of the Wolseley Car Club.
- Receive membership subscriptions, both new and renewal and issue receipts and membership cards to financial Members.
- Provide the Branch Secretary with up to date financial membership status reports.
- Payment of membership levies to the National Treasurer.
- Respond positively to any requests from the national Treasurer.
- Carry out duties as set out in the "Constitution and Rules"
- Contact the National Treasurer for any guidance or support that may be required.
- Carry out duties in accordance with the Clubs "Constitution and Rules."
- Prepare annual accounts which include all bank accounts under the control of the branch, for approval at the branch AGM.

Branch Delegate

- Appointed by the Branch AGM.
- Attend National Executive Committee meetings as voting members, representing own Branch.
- Participate in activities as requested by the National President and/or National Executive Committee.
- Inform the Branch Committee following the National Executive Committee.

National Spares Parts Coordinator (Christchurch Branch only)

- Appointed by Branch at AGM.
- Sell new and used spare parts to financial members of the Club.
- Maintain as best as possible accurate records of new, refurbished and/or reconditioned spares in stock, and sold.
- Maintain effective communications with members requesting parts, advice or information.
- Create accounts for members purchasing items of stock, and ensure payment has been made.
- Maintain effective relationships with people and organisations that provide services regarding spare parts.
- Prepare an annual report relating to the spares operation, to be presented to the Branch and the National Annual General Meeting.

Club Captain's

- Organisation and coordination of regular runs and rallies.
- Notification to Branch Members of coming events.
- Monthly updates of events to Wolseley Word Editor.