



# GAWLER MOTORCYCLE CLUB INC.

PO Box 104 Gawler SA 5118

secretary@gawlermcc.com.au

Hi All,

As I'm sure everyone is aware the end of the year is fast approaching which will soon bring us to our Annual General Meeting on Thursday the 30<sup>th</sup> November starting at 8:00pm. There will be no general meeting as such for this month.

I would like to take this opportunity to thank all of the current office bearers for their efforts and time put in across the year. A thank you also needs to go out to all the other volunteers that have supported our club.

At the AGM, all positions within the Club will be declared vacant and all nominations for official positions will be put to a vote. I would like to encourage every member of our club to consider taking on a role, be it an official position or by taking on a task that will support our Club.

I have included a brief description of each official position and its requirements. As well as specific tasks that can be taken on by members to help out.

## **President** (Currently Andy Haydon)

- The Presidents role is Chair both the General Club meetings and Executive meetings, as well as generally over seeing all club matters and proceedings.

## **Vice President** (currently Billy Murphy)

- The Vice Presidents role is very similar to the Presidents. However, in the absence of the President, the Vice President will chair the meetings.

## **Secretary** (Currently Lisi Phillips)

- The Secretary's roll within the club is to take minutes from both general and executive meetings and to provide an agenda. The secretary is also responsible for receiving and processing memberships and coordinating the clubs correspondence.
- Supporting tasks may include:
  - Collating a membership list/Database from the membership forms
  - Writing letters/Emails on the clubs behalf
  - Maintaining the Attendance book
  - Issuing club membership Cards/ receipts
  - Writing articles to go into club newsletters /Publications

## **Assistant Secretary** (Currently Wesley Haydon)

- The assistant secretary will assist the secretary with the above tasks and fill in at meetings when the secretary is absent.

## **Treasurer** (Currently Robyn Haydon)

- The treasurer's role is to oversee the clubs financial status; tasks include banking clubs money and paying club accounts. The treasurer is also required to give a report at each club meeting.

### **Competition Secretary – Competitive Events** (Not specifically filled in 2017)

- The main comp secretary role is to coordinate all competitive events (e.g. Road Trial, Enduro, Moto Trial). This position may overlap with the non comp secretary's duties.
- Supporting tasks may include:
  - Receiving Entries (online and postal)
  - Applying for permits
  - Find properties to utilise for events
  - Assist marking courses
  - Finding volunteers to fill positions at events.

### **Competition Secretary – Club Events** (Not specifically filled in 2017)

- The Club Events Competition Secretary role is to coordinate all "club only" competitive events (e.g. pony express series, enduro style events). This position may overlap with the non comp secretary's duties.
- Supporting tasks may include:
  - Receiving Entries (online and postal)
  - Applying for permits
  - Find properties to utilise for events
  - Assist marking courses
  - Finding volunteers to fill positions at events

### **Competition Secretary – Non Competitive Events** (Currently Stephen Sloan)

- The Non-Comp Secretaries role is coordinate Non Competitive Days (e.g. ride days, trail rides). This position may overlap with the competitive secretary's duties.
- Supporting tasks may include:
  - Receiving Entries (online and postal)
  - Applying for permits
  - Find properties to utilise for events
  - Assist marking courses
  - Finding volunteers to fill positions at events

### **Refreshments officer** (Currently Stephen Sloan and Justin Lewis)

- This role is to run the bar at club meetings. This role includes giving a report at each meeting. It may also include providing food at club meetings.

### **Social Secretary** (Currently Kristy Schultz)

- This role is to coordinate the social side of our club (e.g. Go carting nights). This role includes giving a report at each meeting. It may also include providing food at club meetings.

### **Catering Officer** (currently Kelly Haydon)

- This very important role is for coordinating the catering for everyone at our events.
- Giving a report at meetings and being able to track the financials associated with catering are also part of this role.
- Supporting tasks may include:
  - Purchasing supplies
  - Food serving and preparation at events
  - Cooking at selected events

### **Publicity Officer** (currently Anne Silvy-Harford)

- This role is to promote our club and provide information to our members. This may be done by newspaper ads, newsletters, website etc.
- Supporting tasks may include:
  - Writing notes/ articles for website, newsletter etc.
  - Putting together a event report ( any event not just Gawlers)
  - Submitting photos for use.

### **Property Officer** (currently Graham Haydon)

- This role involves keeping track of all of the club assets and equipment. Arranging any equipment maintenance or repairs, and also purchasing property on behalf of the club. A part of this role is also coordinate getting all of the clubs equipment to events.
- Supporting tasks may include:
  - Taking equipment to events
  - Assist in purchasing new club equipment

### **Website Coordinator** (currently Lisi Phillips)

- This role involves maintaining the clubs website, including displaying and removing information as required. Administrating the clubs online entry system may also be asked of this position.
- This role also includes posting on the clubs face book page
- Some computer/ internet knowledge is required
- Supporting tasks may include:
  - Writing notes/ articles for website
  - Putting together a event report
  - Submitting photos for use

### **The Executive Committee**

The Executive Committee consisting of the President, Vice President, Secretary, Assistant Secretary, Treasurer, Competition Secretary, Competition Secretary – Club Events, Non Competition Secretary, Social Secretary, and three other persons voted in by the club.

### **All Club Members**

All club members have a responsibility to promote their club and to assist with its survival. Motorcycling is our common passion and without the support of our members this club would cease to exist.

If you would like to nominate yourself or another candidate please fill in the nomination form below or if you are able to take on a supporting task please also fill in your details and return to me via the following.

- In Person at a club meeting
- Email: [secretary@gawlermcc.com.au](mailto:secretary@gawlermcc.com.au)
- Post: Po Box 104, Gawler SA 5114

Should you have any questions please don't hesitate to contact myself or our club president Andy Haydon.

Regards,

Lisi Phillips  
Secretary  
Gawler Motorcycle Club Inc.  
PO Box 104 Gawler SA 5118  
[secretary@gawlermcc.com.au](mailto:secretary@gawlermcc.com.au)  
[www.Gawlermcc.com.au](http://www.Gawlermcc.com.au)

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**2017 Nomination Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Nominated for: \_\_\_\_\_

And/ or Task you can assist with: \_\_\_\_\_

Nominated By: \_\_\_\_\_

**2017 Nomination Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Nominated for: \_\_\_\_\_

And/ or Task you can assist with: \_\_\_\_\_

Nominated By: \_\_\_\_\_

**2017 Nomination Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Nominated for: \_\_\_\_\_

And/ or Task you can assist with: \_\_\_\_\_

Nominated By: \_\_\_\_\_

**Nominations must be received by 23 November 2017**  
[secretary@gawlermcc.com.au](mailto:secretary@gawlermcc.com.au) , Po Box 104 Gawler SA 5118