



## **WA SPEEDWAY COMMISSION INC**

2 Thorogood Street  
BURSWOOD WA 6100

Phone: 08 9361 9666  
Fax: 08 9361 9066  
Email: [info@speedwaywest.com](mailto:info@speedwaywest.com)  
Website: [www.speedwaywest.com](http://www.speedwaywest.com)

Proudly Supported By:



## **JOB DESCRIPTIONS**

## **COMPLETE GUIDE FOR ALL**

## **VOLUNTEERS**

**THIS IS PART OF THE VOLUNTEER MANAGEMENT PROGRAM**

**DISTRIBUTED ??**

## **WA SPEEDWAY COMMISSION INC**

2 Thorogood Street  
BURSWOOD WA 6100

Phone: 08 9361 9666  
Fax: 08 9361 9066  
Email: [info@speedwaywest.com](mailto:info@speedwaywest.com)  
Website: [www.speedwaywest.com](http://www.speedwaywest.com)



## 5. Race Meeting Personnel

### 5.1 Push Ute Drivers

To carry out duties as directed by the nominated Chief Steward.

### 5.2 Gate Personnel (Tickets / Programs)

To carry out duties as directed by the Race Meeting Coordinator or Promoter, ensuring they are given all paperwork, ticket pricing, programs and other relevant information i.e. list of personnel for free entry (Officials, Sponsors, VIP's etc.).

### 5.3 Security

#### *Hired Security*

To carry out duties as directed by the club / association committee on employment.

#### *Club / Associations Personnel*

To carry out duties as directed by the Race Meeting Coordinator.



### Phase in Process

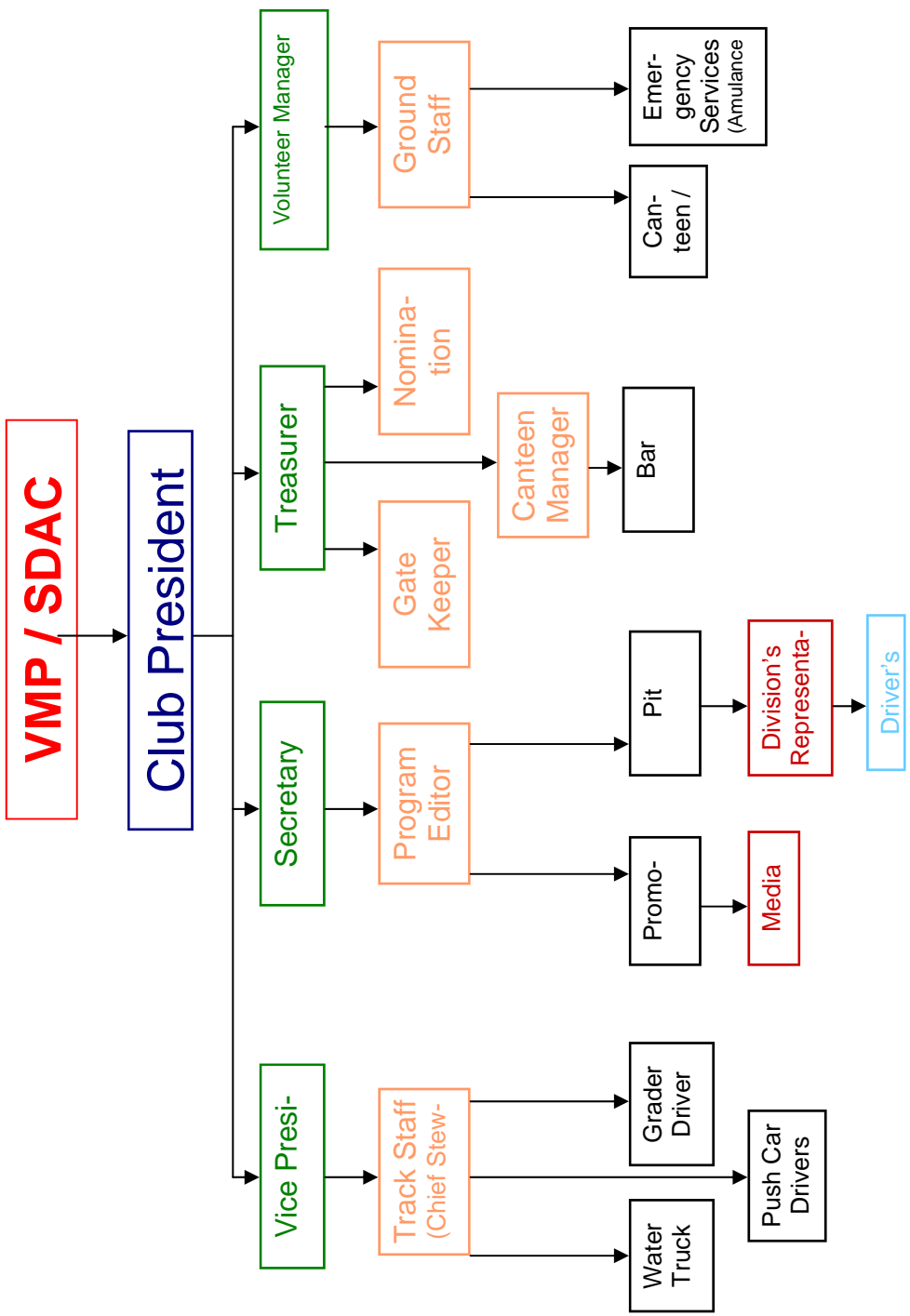
Phase 1 -

Phase 2 -

Phase 3 -

Phase 4 -

**SPORT DEVELOPMENT COMMITTEE:** Mr Rod Bottrell (Chairman)  
Mrs Louise Bell Mr David Cheshire Mr Peter Duncan  
Mr Kim Edwards Mr Don Hall Mrs Jo McCann  
Mr Colin Philippon Mr Mike Thomson (Deputy Chairman)



### 3. Catering / Social

#### 3.1 Canteen Staff

Must comply with Health Food Hygiene regulations under the Health Act.

#### 3.2 Bar Staff

Must comply with Liquor Licencing regulations.

### 4. Grounds Personnel

#### 4.1 Track Curator

To carry out duties as directed by the Race Meeting Coordinator or Promoter.

To report any problems with the track surface or boundary fencing to the Race Meeting Coordinator or Promoter.

#### 4.2 Water Truck Driver

To carry out duties as directed by the Race Meeting Coordinator or Promoter.

#### 4.3 Grader Driver

To carry out duties as directed by the Race Meeting Coordinator or Promoter.

## 1. Club Executive Committee cont

### 1.5 Publicity Officer cont

- Contact Media in relation to the seasons race calendar and the results of each race meeting.
- Prepare articles for the program and newspapers.
- Seek Sponsorship for the club and/or competitors
- Assist with Driver's Profile. Also supply a copy of the profiles to the commentator for each race meeting.

### 1.6 Meeting Coordinator

Is in conduct of the race meeting for the day / night. Is to make themselves available to and coordinator all volunteers on race day / night. Ensuring all equipment is in working condition and organise the equipment to be fixed or replaced if not working correctly.

Ensure they remember to Thank all volunteers at the end of the race meeting.

## 2. Committee Members

Carry out duties as directed by the Executive Members of the Club.

## 1. Club Executive Committee

### 1.1 President

The president is the principle leader of the club / association and has overall responsibility for the club / associations administration. The president should set the overall annual committee agenda, help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework.

At the operational level, a major function of the president is to facilitate effective management of committee meetings.

#### ***The president / chairperson should:***

- Be well informed of all organisation active ties;
- Be aware of the future directions and plans of members;
- have a good working knowledge of the constitution, rules and the duties of all office bearers and sub-committees;
- Manage committee and / or executive meetings;
- Manage the AGM (Annual General Meeting); and

## 1. Club Executive Committee cont

### 1.1 President cont

- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Be aware of the responsibilities of an incorporated body.

### 1.2 Vice President

The vice presidents role is to assist the president with the operation of the club / association, taking on any role deemed necessary under the direction of the president. If necessary chair the meetings, if the president is unavailable to attend.

The vice president needs to have knowledge of the operational level and functions of the club / association and be involved with the decision making process.

### 1.3 Secretary

The smooth running of the club / association depends on the efficiency with which the secretary handles the records, correspondence and other communications.

The secretary should be aware of the legal responsibilities of a secretary and ensure all account and insurance payments have been made.

## 1. Club Executive Committee cont

### 1.4 Treasurer cont

#### *Duties of the Treasurer:*

- Manage the club / associations cash flow and be accountable for the clubs / associations petty cash (if applicable);
- Prepare and present regular financial statements to the committee at meetings;
- Negotiate with banks for overdraft facilities, loan facilities where required by the committee;
- Regularly file business activity statements (inc GST) with the relevant authorities, where applicable;
- Prepare financial accounts for an annual audit, and provide the auditor with information as required; and
- Prepare an annual financial report.

### 1.5 Publicity Officer

- To maintain the website

## 1. Club Executive Committee cont

### 1.3 Secretary cont

Minutes of the meeting need to be circulated to the committee members prior to the next meeting, this avoids having to read the past minutes at the meeting, which can delay proceedings of the current meeting.

### 1.4 Treasurer

#### *Duties of the Treasurer:*

- Ensure that adequate accounts and records exist regarding the club / associations financial transactions including accurate and up-to-date records of all income and expenditure;
- Coordinate the preparation of a budget and monitor it carefully;
- Issue receipts and promptly deposit all monies received in the club / associations bank account;
- Make all approved payments and invoice groups / members promptly;
- Ensure the Club / Associations insurance is current;
- Act as the signatory to the club / associations bank accounts, cheque accounts, investments and loan facilities (with at least one other executive committee member);

## 1. Club Executive Committee cont

### 1.3 Secretary cont

***Duties of a secretary may include the following:***

#### *Correspondence*

- Should be read and forwarded to the appropriate person for a prompt response;
- Complete an Inwards / Outwards Correspondence register of all mail sent and received; and
- File the correspondence in the appropriate category.

#### *Reports*

- Write the annual report and other reports as required;
- Ensure all members receive a copy of the annual report; and
- Encourage sub-committees to keep written reports / briefs at meetings, file copies for future reference.

## 1. Club Executive Committee cont

### 1.3 Secretary cont

*Duties of a secretary may include the following:*

#### *Records*

- Maintain a register of members, life members, sponsors and other persons involved with the club / association;
- Maintain all legal documents such as constitutions, leases and titles. This means recording changes and altering the committee when renewals fall due or when a legal deadline must be met; and
- Record and file copies of all contracts / nominations between the club / association and divisions or competitors. These documents include details of the competition and prize monies offered and records will assist if queries are raised at later stages of the race season.

#### *Planner*

There are various methods for keeping a planner of your “administrative year”:

- Development of an Annual Planner (with the assistance of the president and committee, which lists key events and tasks that require action.

## 1. Club Executive Committee cont

### 1.3 Secretary cont

*Duties of a secretary may include the following:*

#### *Meetings - Notice / Agenda's & Minutes*

Notice or agenda of meeting must be sent to all members prior to the meeting date. This should include the following information:

- *Time & Date*
- *Venue of Meeting*
- *Nature of Business (Agenda Items)*
- *Type of Meeting (General, AGM)*

It is essential to have a correct record of the proceedings of a meeting which is why minutes are kept. These serve a varied role - they are both a general record and an attendance record and in case of later doubt or dispute, they're a legally acceptable reference and guide.

Minutes should include all motions, actions and discussions held during the course of the meeting. These actions and motions should then be moved to the Clubs Action Plan Register to assist other members in remembering what tasks they are responsible for completing.