

Wycombe Radio Car Club

www.wycomberacing.co.uk



Brief Outline of Committee Roles

Chairman

This is a key position in the club, equivalent to the Managing Director of a company, with the prime function of co-ordinating all the activities of the club and leading and guiding the other officials in carrying out their duties. The Chairman is the keystone on which the success or otherwise of a club depends.

Vice Chairman

Acting as deputy to the Chairman, acting on his behalf in his absence and generally assisting him in his duties. Some clubs appoint people as vice chairmen for a year or two to 'train' them before they go on to become chairmen.

Treasurer

Responsible for keeping the club's accounts in proper order and for planning the club's finances. Preparing budgets and statements of account for presentation at committee meetings. Preparing the annual accounts for presentation at the annual general meeting. Providing all necessary information required by the Auditors. (See also Guideline 4 Finance). It can be a big advantage if the person chosen as Treasurer has experience in the field of finance such as banking, accountancy, etc.

Secretary

Responsible for dealing with all non-specialist matters and correspondence and diverting to the correct official any matters requiring specialist attention. Keeping the minutes of all meetings and circulating these to the members. Sending out notices of all meetings.

Membership Secretary

Responsible for keeping records of the club membership. Dealing with applications from new members. Collecting subscriptions and dealing with membership renewals.

Promotions

This is an important position, not always given the prominence it merits. Responsible for the promotion of the club and its activities and to generally give the club a good image in the eyes of the public. Maintaining contact with the media and ensuring that the club's competitive and social activities are given maximum coverage. It is helpful if someone who is connected with the media can fill this position.

Website Administrator

The "Web Master" has responsibility for maintaining the website with current material relevant to the Club's operation. It is essential that a Web Master liaises closely with the Promotions Officer and Race Directors.

Race Directors

Responsible for running their allocated race evening. This will include receiving all booking in and membership fees, and running the computer/transponder system. This person may choose to form a sub-committee to help him/her run the meeting more efficiently. (E.g. an elected racer, who drivers can approach with any car related problems etc...)

Equipment Officer/Track

Responsible for maintaining all club equipment used for events and advising the committee when new or replacement items are required. This includes all maintenance and upkeep of the track area.

Health & Safety Officer

To assist the Committee in complying with current health and safety legislation and/or regulations with the objective of ensuring that all reasonable and proper measures are taken to protect the safety and health of members and visitors

Kitchen Organiser

To ensure that the kitchen is kept stocked with tea, coffee, sugar and any other necessary provisions. The role also includes checking the stock of mugs, plates etc. and the efficient use of the dishwasher.