



BMW DRIVERS CLUB
OF NEW SOUTH WALES
INCORPORATED
COMMITTEE HANDBOOK

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COMMITTEE HANDBOOK

INTRODUCTION

A Club such as ours generally has a high turnover of Committee members with a resulting loss of knowledge of policies, procedures and protocols within the Committee body. This handbook has been prepared to record this information for the benefit of Committee members, especially those considering whether to stand and for newly appointed members.

It will

- Provide an outline of the roles, duties and responsibilities of Committee members.
- Provide a database of other “knowledge” the Committee may need to know about from time to time.

The requirements of Committee members as set out in this document, both individually and as a group, may appear daunting. However, the obligations on a Committee member are no more than would be expected by a normal and reasonable person for an office bearer in a Club the size of ours. No special requirements or qualifications are necessary to serve on our Committee.

This document should greatly assist Members who have been elected to the Committee to understand their obligations and perform their duties in a complete and informed manner.

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A. ROLE OF COMMITTEE AND COMMITTEE MEMBERS

1. Role and Responsibilities of Committee

The Committee is elected to manage the business and affairs of the Club and to set its strategic direction. It must ensure that activities undertaken are in accordance with

- the Club's Constitution;
- requirements of the Associations Incorporation Act 1984;
- rules and regulations of the Confederation of Australian Motor Sport and any other bodies with which the Club affiliates from time to time; and
- requirements of BMW AG and its subsidiaries and the BMW Club movement.

The Committee is responsible for organising meetings and events for the benefit of Members as considered appropriate, including in particular monthly meetings, motorsport events, drive days and other social events. It should also provide means of communication to members including but not limited to magazines, newsletters and maintenance of a Club website.

The Committee is responsible for approving the annual budget prepared in accordance with the above requirements. It should periodically review progress against that budget and monthly cash flows and provide at least annually a financial report to Members.

The Committee has the ultimate responsibility for the overall successful operation of the Club. Committee members have certain decision-making and representation functions, as outlined below. In carrying out their duties and functions, Committee members have an obligation to always act in the best interests of Club members as a whole.

In relation to their decision-making function, Committee members should:

- contribute to decisions on matters of policy, planning and other issues which arise at Committee meetings;
- provide constructive input into debate and decision-making;
- contribute to decision-making via e-mail circular resolution where required; and
- demonstrate reasonableness in their decisions.

To effectively represent the Club's members, Committee members should:

- attend and actively participate in Committee meetings as required;
- regularly attend and participate in social and other Club events; and
- respond to Member queries as required, or pass the query on to the appropriate Committee member.

Committee members represent and serve the interests of Club members generally. They must display the following personal attributes:

- Integrity,
- Objectivity,
- Independence,
- Willingness and ability to devote sufficient time to Committee duties;
- Ability to work effectively within a team; and
- Confidentiality.

All Committee members serve in an honorary capacity. Generally, they all have jobs and roles in their family and the wider society in which they live. Their committee role for the Club is just one of their many responsibilities. Therefore, the roles and responsibilities of the Committee can only be fulfilled if all members are prepared to display teamwork and operate in harmony.

Differences of opinion may arise during discussions but they should remain just that – differences of opinion only. All Committee members should display unity and co-operation during Club meetings and events.

2. Summary of Committee Roles

The following summarises the individual management roles required to be filled in order to appropriately manage the business of the Club. The Committee will assign these roles to individual Committee members, some of whom will fulfil multiple roles. In exceptional cases, one or more of these positions may be filled by a general Club Member. In such cases a Committee member will maintain a supervising role and make appropriate reports to Committee meetings.

President

Responsible for ensuring the Club complies with its Constitution and is financially viable. Chair General Meetings and Committee meetings of the Club and ensure that minutes are taken of proceedings and resolutions passed at these meetings. Act as the Club's representative in dealings with BMW Australia and other outside bodies as appropriate.

Vice-President

Assist the President in the execution of his duties. In absence of the President chair meetings of the Club. Act as Club Ombudsman

Secretary

Manage the Club's general business including receiving and issuing correspondence of a routine nature on behalf of the Club and Committee. Issue Notices of General Meetings and Committee meetings, keeping minutes of proceedings and resolutions passed at such meetings.

Treasurer

Maintain the financial records of the Club including banking receipts, processing credit card payments, making payments to suppliers and other creditors, invoicing magazine advertisers and recording all transactions in the cashbook and general ledger as appropriate. Attend to all taxation matters and liaison with the Australian Taxation Office including maintaining GST records and preparation of quarterly Business Activity Statements. Prepare annual accounts and present same to Annual General Meeting of the Club.

Motorsport Director

Arrange and manage competitive motorsport events of the Club including liaison with track management and other clubs as appropriate, issue of event entry forms, arrange personnel for Clerk of Course, scrutineers, timers, steward(s) and flag marshals as appropriate. Liaise with CAMS and or other motor sporting bodies as appropriate.

Membership Secretary

Maintain the Register of Members including presenting applications for membership to the Committee, entering details for new members and changes for existing members in the register, arranging and despatching membership cards and badges to members, and responding to membership enquiries. Prepare address labels for Club mailouts. Manage raffles at monthly Club meetings.

Events Coordinator

Co-ordinate programming, arranging and organisation of all social events and functions held by the Club including liaison with service providers, planning of itineraries and development of promotional material to inform members of events.

Magazine Editor

Co-ordinate publication of the Club's magazine, *Torque of the Town*, including establishing production timetable, organising articles, arranging advertising, layout of magazine, liaison with publisher and mailing to members.

Club Delegate

Act as the Club's representative with BMW Clubs Australia including attending meetings on behalf of the Club and reporting back to the Committee.

Public Officer

Comply with all requirements of the Department of Fair Trading including lodgement of Annual Return and other required forms. Monitor adherence with the Associations Incorporation Act 1984. Maintain the Register of Committee Members.

Dealer Liaison Officer

Co-ordinate Club relationships with BMW dealers in NSW including communication of Club's publications and activities to dealers, foster good working relationships between dealers and the Club, maintain register of dealer contacts, obtain feedback from dealers, and investigate integration of dealers into Club events (eg. visiting dealerships on weekend drives, arranging monthly Club meetings).

Webmaster

Maintain the Club's website including compliance with any format requirements, payment of licence and other fees, timely placement of items of interest to Members on website and removal of outdated or obsolete items.

Merchandising Officer

Co-ordinate production and sale of Club merchandise including liaison with supplier(s) and arranging manufacture, promoting and marketing merchandise lines to members and accounting for sales.

Newsletter Officer

Edit, maintain and produce *Top Club* including collating information on upcoming events and liaison with event co-ordinators, preparing design, layout and artistic content of newsletter and flyers, arranging review by committee members prior to final production and preparing for print and electronic distribution.

Club Librarian

Maintain the Club's library, including obtaining publications of interest to members, maintaining register of publications, maintain list of borrowers and distributing information to members on available publications.

3. Committee Role Descriptions

This section of the Handbook outlines in detail the roles and responsibilities of each of the management roles.

a. President

- Provide effective leadership of the Club.
- Chair General Meetings of the Club, Committee meetings and monthly Club meetings, facilitating effective discussions.
- Lead the Committee in its role in setting the strategic direction of the Club.

- Represent the Club:
 - at official functions and events, where required;
 - in its relationship with BMW Australia;
 - in dealings with other outside bodies, as appropriate.
- Undertake the role of key spokesperson for the Club.
- Take responsibility for the decisions and actions of the Committee on behalf of the Club.
- Ensure that the Club and Committee operate in accordance with the Constitution and the Code of Conduct.
- Arrange guest speakers for monthly Club meetings.

b. Vice President

- In the absence of the President, provide leadership of the Club including chairing of meetings and representing the Club as appropriate.
- Assist the President in the execution of his duties and provide support on matters requiring consultation.
- Act as Club Ombudsman in accordance with Rule 35 of the Constitution.

c. Secretary

- Record and maintain minutes of all General Meetings, Committee meetings and Club monthly meetings.
- Prepare and issue Notice of Meeting and Agenda for all General Meetings.
- Prepare and issue Agenda for all Committee meetings.
- Receive and record correspondence addressed to the Club and redirect to other Committee members for information and/or action as appropriate.
- Prepare correspondence to Club Members and third parties as directed by the President or the Committee as appropriate.

d. Treasurer

- Prepare budget of Income & Expenditure and closing Balance Sheet, and present to September Committee meeting.
- Review year-to-date performance and prepare forecast for full year for presentation to monthly Committee meetings.
- Prepare and present to monthly Committee meetings:
 - Listing of receipts and payments;
 - Copy of bank statement;
 - Reconciliation between cash book balance and bank statement.
- Social events:
 - Receive registration forms from members;
 - Advise names of attendees to event organiser, as appropriate;
 - Make payments for events, including deposits.
- Motorsport events:
 - Receive registration forms from participants;
 - Forward copies of forms to Motorsport Director.
- Magazine:
 - Issue invoices to advertisers;
 - Send 5 copies of magazine to advertisers with invoices.

- Debtors:
 - Issue other invoices, as appropriate;
 - Issue statements to debtors, as necessary;
 - Follow up outstanding accounts.
- Prepare bank deposit slips, including credit card payments.
- Bank cash receipts promptly.
- Make payments to suppliers and other creditors, either by cheque or direct credit.
- Enter all cash transactions in books of account.
- Ensure documentation supporting payments made complies with GST legislation requirements.
- Prepare BAS return and lodge with ATO (quarterly).
- Prepare Financial Statements and Report for Club magazine (quarterly).
- Prepare Annual Accounts in accordance with requirements of Constitution and Associations Incorporation Act.
- Liaise with Auditor and prepare appropriate schedules to assist with audit (if Auditor appointed in accordance with Constitution).
- Present Annual Accounts to Annual General Meeting of Club.
- Effect public liability insurance and any other insurance policies the Committee may direct.
- Recommend subscription fee structure to Committee.
- Liaise with bank (or banks) for operation of accounts, as required to conduct business of the Club.
- Maintain list of authorised signatories with bank.
- Order cheque books, deposit books and merchant statement stationery.
- Issue Club receipts for monies received, on request of payees.

e. Motorsport Director

- Organise Supersprint, motorkhana and other track days as required.
- Organise Driver Training days as required.
- Act as Chairman of the Motorsport Sub-committee.
- Liaise with other car clubs to promote interclub competition and event sharing as appropriate.
- Seek out other motorsport events which Club members may be interested in attending.
- Encourage members to apply for CAMS Officials Licences.

f. Membership Secretary

- Maintain an accurate and up to date database of all members.
- Present new membership applications to Committee for approval in accordance with Rule 9 of the Constitution, and process successful applications.
- Process membership renewals:
 - Issue renewal notices, and reminders as appropriate;
 - Issue lapsed membership notices as appropriate;
 - Update membership database as required.
- Order membership badges and cards as required.
- Prepare periodic listing of financial details for new and renewed subscriptions and forward to Treasurer.

- Respond to membership enquiries, including despatching membership application forms and current documents/magazines.
- Prepare labels for magazine and newsletter mailouts, and assist with collating of data to be mailed out.
- Provide membership report to Committee meetings.
- Monthly Club meetings:
 - Coordinate raffle takings;
 - Maintain spreadsheet of attendees for Club Member of Year award.
- Provide membership report for Club magazine, including list of new Members admitted to the Club.

g. Events Coordinator

- Prepare calendar of social events and functions.
- Chair Sub-committee(s) established for organisation of general or specific Club social events and report back to Committee meetings on progress.
- Assign specific Club Members to arrange and organise individual events and co-ordinate their activities.
- Liaise and negotiate with service providers including accommodation, restaurants and other establishments being visited or utilised.
- Plan itineraries including meeting points and places of interest.
- Prepare data for promotional material to inform members of events and liaise with Newsletter Officer for development and issue of flyers, etc.
- Nominate an attendee at each event to prepare an article for the Club magazine and arrange photographer; advise Magazine Editor the names of these people.
- Organise payments to service providers including any holding deposits required, and obtain Tax Invoices for services provided.

h. Magazine Editor

- Prepare Club magazine (*Torque of the Town*) for publication and distribution in accordance with timetable approved by the Committee.
- Liaise with printer.
- Liaise with advertisers.
- Solicit and receive submissions for inclusion in Club magazine.

i. Club Delegate

- Represent the Club at National Delegates' meetings and telephone conferences.
- Disseminate relevant information from National Delegates' meetings to Committee members and Club Members as appropriate in a timely manner.
- Liaise with the Committee regarding nominations for "Friend of the Marque", "Knochlein" and other Club movement awards.
- Maintain regular contact with Clubs Australia National Chairman and other Club delegates.

j. Public Officer

- Prepare Annual Return and lodge with Office of Fair Trading.

- Prepare any other returns required and lodge with Office of Fair Trading (eg notification of change of Public Officer and/or Registered Address, changes to Club Constitution).
- Ensure compliance by the Club and Committee members with applicable regulatory requirements, including those of the Associations Incorporation Act .
- Maintain Register of Committee Members.

k. Dealer Liaison Officer

- Ensure that all NSW BMW dealers have a Committee member assigned as their primary contact. Geographical considerations may make it impractical for Committee members to attend to all NSW dealers, in which case a Club member in the local area should be approached to maintain this relationship on behalf of the Club.
- Assist and co-ordinate Committee members with their dealer interactions as required. Foster additional interaction between dealers, the Committee and Club members.
- Communicate club activities and other information to dealers, for example providing copies of Club publications and other communications.
- Maintain a spreadsheet of dealer liaison contacts for each dealer and a short record of communications. This should identify a primary contact within the dealership where known.
- Maintain a spreadsheet of contacts with third party BMW specialists.
- Maintain a spreadsheet of contacts with other BMW clubs within Australia.
- Obtain feedback from dealers on how they and the Club can assist each other to improve working relationships.
- Look for ways to integrate dealers into the clubs events, for example visiting dealerships during social drives, requesting dealers to use their advertising channels to promote our events, informing dealers of events we are holding near them, etc.
- Investigate and arrange monthly meetings at alternate dealers with the assistance of the Committee member assigned as the primary contact, including encouraging the dealers to be involved in our meeting and provide speakers.
- When visiting dealerships communicate the benefits of the relationship between the Club and the dealer.

l. Webmaster

- Maintain the Club website in accordance with prescribed corporate design and style.
- Update the site with new content provided and create new pages or sections as required to meet the needs of the Members.
- Maintain the integrity of site content and functionality of the site overall.
- Monitor site usage.
- Liaise with service provider.
- Establish contacts with other BMW club site webmasters.

m. Merchandising Officer

Co-ordinate production and sale of Club merchandise including liaison with supplier(s) and arranging manufacture, promoting and marketing merchandise lines to members and accounting for sales.

- Source supplies of Club merchandise, and arrange manufacture and delivery.
- Determine prices for merchandise and arrange marketing through the Club website and magazine.
- Display merchandise for sale at Club functions as appropriate.
- Account for sales made and pass funds and credit card charges to Treasurer.

n. Newsletter Officer

- Edit, maintain and produce the TOP CLUB events calendar for distribution on a bi-monthly basis.
- Liaise with event co-ordinators to obtain necessary information for preparation of flyers.
- Produce attractive and informative flyers for print and electronic publication as required by event organisers to supplement the details found in TOP CLUB and to help market the events.
- Distribute TOP CLUB and event flyers to Committee members for review prior to release.
- Upon approval, co-ordinate distribution of TOP CLUB and event flyers to Members, dealers and other clubs.

o. Club Librarian

- Maintain a register of publications, videos, etc. in the Club Library.
- Make the Club Library available to Members and publicise at monthly Club meetings and in the Club website.
- Maintain a register of Library material loaned to Members, including the title of the borrowed item, Member name, date borrowed and date due to be returned.
- Follow up Members for Library material not returned by the due date.

4. Code of Conduct

Committee members are bound by a Code of Conduct (“Code”). The purpose of this Code is to ensure that Committee members observe high standards of attitude and behaviour in the context of their role as Committee members of the Club, and are aware of their responsibilities to the Club.

The Code of Conduct provides that Committee members:

- Use the powers of the office for a proper purpose, in the best interests and benefit of the Club as a whole;
- Discharge their duties in good faith and honesty;
- Use due care and diligence in fulfilling their function as a Committee member;
- Must not allow personal interests, or the interest of any associated person, to conflict with the interests of the Club;
- Must not engage in conduct likely to bring discredit upon the Club;

- Have an obligation to comply with the spirit, as well as the letter of the law, of the Constitution.

Additional obligations imposed on Committee members include:

- Making reasonable enquiries to ensure the Club is operating efficiently, effectively and legally towards achieving its goals;
- Having an awareness of and commitment to the Club's strategy;
- Having an awareness of the activities, policies and principles of the Club, the Committee and sub-Committees.

Committee members must not be discourteous or make personal attacks on fellow Committee members whether in Committee meetings, Club meetings or in discussion with others or in public statements.

While Committee members must treat each other with courtesy and observe the other rules in this Code, they should be able to engage in vigorous debate on matters of principle.

Committee members will receive confidential information in the course of their duties as Committee members, including contents of Committee papers and discussions in meetings. They must not disclose such confidential information unless that disclosure has been authorised by the Committee or is required by law or regulation.

5. Attendance at Committee Meetings

As noted in Section A. 1. of this Handbook, Committee members are expected to attend and actively participate in Committee meetings. Where a Committee member is unable to attend a scheduled Committee meeting, he/she should advise the Secretary prior to the meeting.

If a Committee member is absent from three (3) consecutive Committee meetings without leave of absence granted by the Committee or other just cause, the Committee should consider a resolution as to whether his/her position should be declared vacant.