

TVVRC Secretary and Public Officer duties (27 July, 2023)

1. Maintain Facebook site as admin.
 - Approve some entries (with Doug).
 - Amend club events entry every 2 months or so and deleting events completed.
 - Add new events or changes when given to you by Barbara.
 - Delete any inappropriate posts
 - Put messages of funerals for club members on site with the prior permission of closest relative. Send bereavement card to closest relative.

2. Maintain club website.
 - Amend club events on the website calendar every 2 months or so by sending (emailing) changes to Millertime Industries (Chris Miller) and deleting events completed.
 - Get Chris to add new events or changes that Barbara gives you. Send him an email with the changes.
 - Check email account (note all messages to members to go through the club email account only) weekly to:
 - o delete spam.
 - o forward to members relevant information from other local clubs or national bodies.
 - o acknowledge membership e-applications using form letter.
 - o respond to genuine club correspondence.
 - o put new members email addresses into email contacts system.
 - o welcome approved new members to club with new members package (form letter and club member's listing).

3. Maintain club shared data base (with Doug and Kevin).
 - Enter new members details from application forms.
 - Make any changes or amendments given to you or advised by members.
 - Use data base to construct 'Members listing' to go out by email to members every 3 months or so (watch for members with private numbers or private email addresses that need to be removed prior to send out). Send this out as a PDF using club email account.

4. Take minutes at club monthly meetings and send minutes by PDF to members using club email account.

5. Take minutes at committee meetings and send minutes by PDF to committee members using club email account.

6. Advise members of upcoming monthly meetings using club email account and by entry on Facebook page (usually the Monday before the meeting).

7. Advise members by club email account of upcoming AGM (and items to be discussed) and any special general meetings (and items to be discussed) within time frames in the club constitution. Needs to be at least 21 days' notice.

8. Prepare forms (change year dates) and arrange Nominations for Committee Officer forms for AGM as per club constitution. Send forms out in PDF format by club email account to members in early September (need to get them back by September meeting prior to AGM). Collect forms for returning officer within due dates. Ensure forms have all the required and correct signatures and are valid for the election.
9. Complete annual summary of financial affairs (form A12-T2) from club to the NSW Department of Fair Trading after AGM. This form is submitted on the web and pay the required fee (reimbursed by Kevin).
10. Assist Kevin with annual return of vehicles to peak body (take off club data base).
11. As Public Officer of the club, ensure the club and its officers operate from, and meet, the requirements of our constitution and by-laws and any other relevant legislation.