



Appendix 1

Duties of Officers

PRESIDENT: To represent the Club on behalf of its members and to oversee the appointment of the Club Committee.

CHAIRMAN: To act in the best interests of the membership, to collate the activities of and give direction to the elected Committee. To chair Club and Committee meetings and to ensure the Club activities comply with the Constitution and Rules.

VICE-CHAIRMAN: To assist the Chairman with his/her duties and responsibilities and to carry out the duties of Chairman when the Chairman is not available.

SECRETARY: To keep a record of all meetings, to deal with all formal correspondence arising from the Club's activities and to respond where necessary. To ensure the Club complies with its legal obligations.

TREASURER: To be responsible for the financial affairs of the Club, to receive monies due from event organisers, the Membership Secretary, etc. and to arrange payments to the Club's creditors. To maintain the Club bank account(s), keep financial records and provide copies for the Committee and Club members when required.

COMPETITION SECRETARY: To co-ordinate rules for Club events and championships, ensuring they comply with MSUK National Competition Rules. To offer advice and training to Club members where required, either as competitors or organisers. To liaise with Club event organisers and maintain a calendar of future Club events. Also, to obtain any permits required for Club events from MSUK confirming that they are fully completed and to arrange insurance cover for Club events ensuring payment is made. To receive and deal with invitations to other Clubs' events.

SAFEGUARDING OFFICER: To ensure the Motor Club complies with, and maintains, its Safeguarding Policy and Safeguarding Procedures in accordance with MSUK guidance. To undertake any training required by MSUK.

CHIEF MARSHAL: To co-ordinate the marshalling needs of the Club in conjunction with individual event organisers. To arrange training of marshals where required and to have general regard for safety on Club events. Also, to liaise with other Clubs regarding marshalling matters.

CHAMPIONSHIP SECRETARY: To register contenders in the various Club championships and to keep an up-to-date record of results. This information should be forwarded by all event organisers within seven days of the event. To collate year-end statistics and arrange for the necessary awards to be made available for presentation.

MEMBERSHIP SECRETARY: To receive new members, collect dues and keep an up-to-date record of the Club membership. To keep the Magazine Editor and Secretary informed of members email addresses, etc.

MAGAZINE EDITOR: To compile and publish the Club magazine and any newsletters that may be required at intervals as decided by the Club. These to be forwarded to the Secretary for distribution as necessary.

SOCIAL SECRETARY: To arrange any social activities for the Club including with outside organisations, when invited. To make arrangements for the year end Awards Night.

EQUIPMENT OFFICER: To maintain all Club equipment in a useable condition and to make available for event organisers. To arrange storage of equipment and replacement, if necessary, but seeking authority if expenditure for replacement items will exceed £50.

PR/MEDIA OFFICER: To ensure Club activities receive positive publicity and recognition by producing material including press releases for local media e.g. newspapers, radio stations and also social media. To liaise with Club event organisers regarding promotional material e.g. leaflets, posters, advertisements.

This policy has been signed off by **Devizes & District Motor Club** on 1st July 2025