

**The Renault Car Club of Victoria Inc.
2018/2019 Committee Nomination Form**

I wish to nominate.....
For the position of.....
Nominator.....
Signaturedate.....
Seconded by.....
Signature.....date.....
Nominee.....
Signature.....date.....

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Please return this form to The Secretary, RCCV Inc., P0 Box 111, Heidelberg 3084 or email to secretary@renault-car-club-vic.org.au before 10th JULY 2018. Thankyou

Nominations received after this date will not be accepted.

The Annual General Meeting of the Renault Car Club of Victoria will be held on Tuesday 17 July 2018.

The elections will be held in accordance with the Rules of Incorporation.

You may photocopy this form if you wish to nominate more people. You can only nominate one person for each position.

No nominations will be accepted on the night, unless there is a position where no nomination was received. If there is more than one person nominated for a position there will be an election by silent ballot. If the position is unopposed, an election will not be required.

You must be a financial member to stand for election, nominate, second a nomination or to vote. Please fill in the nomination form and return it to the Secretary by the last mail (or email) by 10 July, 2018.

All positions will be declared vacant and are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Editor
- Membership
- General Committee

What the duties of the Committee involve.....

President: To be the head of the Committee and oversee the running of the Club, as well as liaise with the rest of the committee with regard to events and any public relations when necessary. Duties are to chair General and Committee meetings.

Vice President: To support the President and be available to chair meetings which the President is not able to attend. Generally be available to help where necessary on any committee matters

Secretary: To take the minutes of all meetings, keep in the Minute book and to pass on to the Editor for publication. Write any letters necessary on behalf of the Club.

Treasurer: To report to all meetings on the financial position of the Club. Responsible for banking, writing cheques, processing merchant payments etc. and keeping accurate books.

Editor: Produce the magazine and newsletter (on alternate months) for posting to all members, other clubs and advertisers by 1 week before the General Meetings.

Membership Secretary: Process all membership payments, enter into membership book and forward relevant membership cards etc on receipt of these payments. Report to the meetings all membership payments (new or renewal). Forward any new addresses to the Editor and pass over all monies to Treasurer.

4 Committee Positions: These positions are flexible with regard to the tasks they will undertake as assistants to the other primary positions such as sporting, social, property, catering, Regie-Renault points keeper and any other tasks which may arise.

Explanation of these tasks are:

Sporting: The job of the Sporting Director is to inform the members via the Editor for publication, of the calendar of sporting events throughout the year. To answer members queries on sporting events and have supplementary regulations of events we are invited to on hand.

Social: To co-ordinate social functions as decided by the committee, pass on information to Editor for publication. Report to meetings the progress of this organisation. To be the recorder of the Regie Renault points, by taking note of members names at events and enter into the Regie Renault book.

Property: To keep a listing of where Club property is housed so they are kept in a good condition. Co-ordinating with the person housing these items that when items are required for an event, the person who has that item does bring it along for the day. Care for Club merchandise and bring it to events where it is required for selling, keeping a stock list of these items and passing on to treasurer any monies from sales.

Catering: Be responsible for supper at General Meetings, and whenever food is required at other events, co-ordinate with others to make sure it happens. Food handlers certificate is required.

All members of the Club Committee are required to attend both General and Committee Meetings on a regular basis. This makes co-ordinating the activities of the Club and event organisation much easier.

If you have time; volunteer for one of these positions it's good fun, have a say in running your club.