



## 2017 AGM NOMINATION FORM

### Hidden Valley Drag Racing Association

- Membership Secretary (1 Year Term)\_

As per requirements under Hidden Valley Drag Racing Constitution Section 38

(Name) \_\_\_\_\_

is hereby nominated for the position of

#### **Membership Secretary**

on the Hidden Valley Drag Racing Association Committee.

Nominator's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Seconders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Persons are prohibited from being on the Hidden Valley Drag Racing Association if they are insolvent under administration or

Have been convicted of:

- an offence in relation to promotion, formation or management of body corporate
- serious offence involving fraud or dishonesty
- an offence against the Associations Act

Nominee's Acceptance (signature) \_\_\_\_\_

Date \_\_\_/\_\_\_/2016



## **JOB DESCRIPTION AND SELECTION CRITERIA – HVDRA Membership Secretary**

<b>Job Title:</b>	<b>HVDRA Membership Secretary</b>
<b>Designation:</b>	<b>Committee Member</b>
<b>Status:</b>	<b>Voluntary position</b>
<b>Tenure:</b>	<b>1 year renewable</b>
<b>Responsible to:</b>	<b>President HVDRA</b>

### **Primary Objective**

As a member of the Management Committee, the Membership Secretary role is to assist the HVDRA and its affiliate members with the effective operation of the Committee.

### **Key Responsibilities**

1. Keep and maintain a record of all members;
2. Keep and maintain a record of all current racers from all classes and details of their vehicles for all race meetings;
3. Encourage pre nomination for race meetings
4. Carry out such other duties as required by the Committee

### **Skill sets required**

#### **Essential**

Must be able to demonstrate –

1. High level of integrity and demonstrated administrative capability.
2. A high level of written, analytical, communications and interpersonal skills.

#### **Desirable**

1. Prior experience in senior Committee positions

### **Estimated Time Commitment Required**

The estimated time commitment required as Membership Secretary is 8 - 10 hours per month.