



2017 AGM NOMINATION FORM

Hidden Valley Drag Racing Association

- SECRETARY (1 Year Term)

As per requirements under Hidden Valley Drag Racing Association (HVDRA) Constitution Section 36

(Name) _____

is hereby nominated for the position of

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 Secretary

Job Title:	HVDRA Secretary
Designation:	Committee Member
Status:	Voluntary position
Tenure:	1 year renewable
Responsible to:	President HVDRA

Primary Objective

As a member of the Management Committee, the Secretary of the HVDRA is responsible for ensuring that accurate and appropriate documentation exists to meet legal requirements, and to enable the committees business to be conducted. Subject to the organisation's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, fulfils any other requirements of a member of the committee, and performs other duties as the need arises and/or as defined in the bylaws.

Key Responsibilities

1. Responsible for ensuring that accurate minutes of meetings are taken approved and stored appropriately. Participate in committee meetings as a voting member and provide items for the agenda as appropriate
2. Ensures that the records of the organisation are maintained as required by law and made available when required by authorised persons.
3. Ensure legal compliance of HVDRA with its Constitution, particularly regarding procedures for Annual and Extraordinary General Meetings and checking that a quorum is present at all meetings.
4. Work closely with the President in ensuring all relevant statutory requirements are met, covering the associated role as Public Officer.
5. Requirements under HVDRA Constitution Section 36 (See below)

Selection criteria

Essential

Must be able to demonstrate –

1. High level of integrity and demonstrated organisational ability and IT skills.
2. The ability to use initiative and work without supervision with flexibility.
3. A high level of written, analytical, communications and interpersonal skills
4. Knowledge of relevant statutory requirements for incorporated bodies per the Clubs and Associations Act.

Desirable

1. Previous Motorsport committee or board-level experience as a Secretary

Estimated Time Commitment Required

The estimated time commitment required as Secretary is 8 -10 hours per month in peak times.



36. Secretary

The Secretary must:

- (a) coordinate the correspondence of the Association;
- (b) ensure minutes of all proceedings of general meetings and of committee meetings are kept in accordance with section 38 of the Act;
- (c) maintain the register of members in accordance with section 34 of the Act;
- (d) unless the members resolve otherwise at a general meeting – have responsibility for all books, documents, records and registers of the Association, other than those required by clause 37(5) to be in the custody of the Treasurer; and
- (e) perform any other duties imposed by this Constitution or the Associations Policies on the Secretary