



2017 AGM NOMINATION FORM

Hidden Valley Drag Racing Association

- VICE PRESIDENT (1 Year Term)

As per requirements under Hidden Valley Drag Racing Constitution Section 35

(Name) _____

is hereby nominated for the position of

VICE PRESIDENT

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 Vice President

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

Primary Objective

As a member of the Management Board, the Vice President's role is to assist the HVDRA and its affiliate members with the effective operation of the Committee. In particular, substitute for the President when not available and ensure continuity of direction in set goals and objectives.

Key Responsibilities

1. Maintain an overview of the committee's affairs, ensuring ongoing liaison with the President and other HVDRA committee members.
2. Liaise with the President on day to day issues as needed and provide advice to the committee and President.
3. Identify initiatives that will support the ongoing objectives of HVDRA.
4. Act in the position of President as required and chair any meetings, lead discussions and take a leadership role in determining outcomes and courses of action.
5. Requirements under HVDRA Constitution Section 35 (See below)

Skill sets required

Essential

Must be able to demonstrate –

1. High level of integrity and demonstrated administrative capability.
2. The capacity to operate at a political and senior bureaucratic level.
3. A high level of written, analytical, communications and interpersonal skills.
4. Thorough knowledge of Government processes and MSNT Policies and Procedures

Desirable

1. Prior experience in senior Committee positions

Estimated Time Commitment Required

The estimated time commitment required as Vice President is 5-6 hours per week.



Reference HVDRA Constitution

35. President and Vice President

- (1) Subject to subclauses (2) and (3), the President must preside at all general meetings and committee meetings.
- (2) If the President is absent from a meeting, the Vice-President must preside at the meeting.
- (3) If the President and the Vice-President are both absent, the presiding member for that meeting must be:
 - (a) a member elected by the other members present if it is a general meeting; or
 - (b) a committee member elected by the other committee members present if it is a committee meeting.
- (4) The President shall
 - (a) have authority to act for and on behalf of the Committee in any matter of such urgency that the Committee cannot be reasonably convened, but shall report the full circumstances of such action to the Committee at the first available opportunity;
 - (b) have the general control and supervision of the employees and/or agents of the Association and may suspend any employee or agent for the misconduct or neglect of duty until the next meeting of the Committee and appoint a substitute for the time being in place of the person so suspended;
 - (c) present a written report to each Annual General Meeting dealing generally with the position of the Association and the proceedings of the Committee;
 - (d) delegate officers, employees and/or agents appointed by the Committee to perform all tasks and duties as may be necessary to properly conduct the affairs, financial and otherwise, of the Association and to pursue its objects;
 - (e) The President shall represent the Association to Government, National Sporting Bodies and the Business Community.
 - (f) The President shall be the Association delegate to Motorsports NT or if unable to attend will appoint an alternate delegate to attend meetings.
 - (g) other duties include, supervise association activities, chair all meetings
- (5) The Vice President shall:
 - (a) have the authority to act for and on behalf of the President (if applicable) or the duly appointed Acting President during any absence or incapacity of that officer or those officers as the case may be, and shall have all the rights, powers, duties and responsibilities of the President whether implied or expressed under the rules, whilst so acting; and
 - (b) be a member, ex officio, of any sub-committee of the Committee.
 - (c) Guardian of the Associations assets.
 - (d) Keep and maintain a register of Association assets
 - (e) Co ordinate special projects.
 - (f) carry out such other duties as required by the Committee