



Central Coast Junior Central Coast Junior Motorcycle Club Inc.
Track Location:
Debenham Road North

Motorcycle Club Inc.
Allen Park Raceway
Somersby NSW 2250

ABN: 91146715695

President: David Smith 0412 506 503 **Vice President:** Paul Caslick 0412 381 021
Secretary: Georgina Fulton 0413 132 637 **Treasurer:** Bronwyn Poole: 0419 461 831
Website: www.ccjuniormotorcycleclub.org.au

Committee positions

Note: All CCJMCC committee positions are volunteer roles – no payment is provided.

Incumbent 2011 Committee:

President: David Smith
Vice President: Paul Caslick
Treasurer: Bronwyn Poole
Secretary: Georgina Fulton

Core Committee position descriptions:

President: The president is ultimately responsible for the running of the committee and of the CCJMCC. They chair meetings, make sure everyone on the core committee is carrying out their role and resolve any problems within the committee or Club.

The president also liaises with MNSW and MA when required, as well as sponsors and other stakeholders.

Vice President: The vice president is the president's support system. They help the president in the day to day running of the Club and, should the president fall ill or go on holiday, they take on the president's job. They are also responsible for contributing to the organisation and running of Club events.

Secretary: The secretary has the huge administrative job on the committee. They are in charge of collating and maintaining the database of members, receiving and answering correspondence (mail and email), and looking after all archival material. They organise meetings, elections and agendas and also take minutes at each meeting.

In lieu of a CCJMCC publicity officer, the Club's secretary manages internal and external publicity for the Club. Internal publicity includes the collation and distribution of a monthly newsletter, while external publicity includes local media promotion. They are in charge of the upkeep of the website.

Treasurer: The treasurer looks after the Club's finances. They liaise with the president and vice president to ensure CCJMCC money is spent responsibly. They keep the books and keep the Club informed of its financial position. They write cheques, arrange the float for and bank the takings from CCJMCC race meetings and events.

The nomination and election process* – important information

- Any CCJMCC financial member can be nominated as a candidate for the Club's 2012 core committee and subcommittee positions and delegate roles
 - To be eligible as a candidate, members must receive two (2) nominations
 - Nominations must be in writing and include your name – the member nominating the candidate
 - The nominated candidate must be aware of the nomination – all eligible nominated members will be contacted to confirm their acceptance of the nomination
- All committee positions will be declared vacant at the AGM before voting begins
- **CCJMCC members must be present at the AGM to vote for their preferred candidates** – each member may vote for one (1) candidate for each vacant position on the core and sub committees.
 - Where the number of nominees exceeds the number of vacancies, ballot lists will be provided containing the names of the candidates in alphabetical order for voting at the AGM.

Please see the following page to nominate someone for a position, please ensure they are aware that you have done so, they will be called to confirm.

Please ensure that this form is returned by last mail 12th October 2011.

No nominations will be accepted on the night.

Ballot papers will be provided for nominating.