

DUTIES OF OFFICE HOLDERS



All office holders have the following duties:

- To abide by the Constitution and Code of Conduct for Rallies of the AAOCC.
- To report to every General and committee meeting.
- To bring all ideas and proposals to committee for discussion.

PRESIDENT:

The President will usually be somebody who has held club membership and served on the committee over a period of years and who will therefore be able to bring knowledge and experience to the post. That knowledge and experience can provide valuable input to discussion in committee meetings but the President does not have a vote.

CHAIRMAN:

The principal officer of the club with overall responsibility for ensuring its proper management whose duties are:

1. To ensure that the AAOCC Constitution is followed at all times.
2. To take the chair at the Annual General Meeting, Special General Meetings and committee meetings.
3. To assist and maintain liaison with all committee members, ensuring that they can work as a team avoiding unnecessary overlapping of duties without prior knowledge and approval.
4. To ensure that all committee members are made aware of significant happenings within the AAOCC.
5. To use the Chairman's additional casting vote if required.
6. To maintain liaison with the Association of Caravan and Camping Exempted Organisations and any other relevant organisations.
7. To act as a Trustee of the AAOCC.

GENERAL SECRETARY:

1. Work closely with the Chairman in the management of the club and take the chair in the absence of the Chairman.
2. Maintain liaison with all committee members.
3. Ensure that all correspondence received is distributed to the appropriate committee member or replied to as required. Keep copies of all correspondence.
4. Be the holder of the club's Certificate of Exemption and accompanying correspondence from the relevant government department.
5. Ensure the smooth operation of paragraphs 10, 11 and 12 of the Constitution relating to Annual and Special meetings.
6. Arrange and circulate details of the Agenda, venues and dates of all committee meetings.
7. Be responsible for the recording of the Minutes of all proceedings at all meetings and committee meetings. Maintain copies of the Minutes of all past meetings and supply copies to committee members and other members as required.
8. Report to every General and committee meeting.

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MEMBERSHIP SECRETARY:

1. Receive all membership applications by post / on-line and subscriptions and maintain a numbered record of all information supplied by applicants. (Names in full, address, telephone number, E.mail address, model of caravan or motor-home.)
2. Liase with the Treasurer to ensure that all subscriptions received are placed in the club's bank account immediately.
3. Maintain a record of all attendances at club rallies.

TREASURER:

1. Maintain records of all income and expenditure of the AAOCC for inspection by the examiners appointed at the Annual General Meeting.
2. Prepare a summary of income and expenditure, approved by the examiners, for presentation to the Annual General Meeting.
3. Open bank accounts to hold monies received by the club and from which payments can be made in consultation with the committee.
4. Carry out transactions at the bank in accordance with paragraph 7j. of the Constitution.
5. Hold a duplicate record of club membership.
6. Ensure that insurance is kept up to date annually.
7. Process Paypal payments received by club and maintain an accurate record of transactions.
8. Keep record of all Paypal transactions and monies transferred in and out of bank account via Paypal.

RALLY SECRETARY:

1. Prepare a programme of rallies in consultation with the committee and taking into consideration geographical coverage and the wishes of members.
2. Carry out all booking procedures for organising rallies.
3. Appoint Rally Marshals for each rally and ensure that they understand the Code of Conduct for Rallies and are supplied with a copy of 'Notes for Rally Marshals' and any other materials and information required.
4. Prepare the Rally Programme for printing.

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PUBLICITY OFFICER:

1. Organise the club presence and publicity at major caravanning events.
2. Maintain liaison with the caravan & motor-home press and presence on relevant websites.
3. Prepare Newsletters as required and arrange for printing and circulation to all members and such other persons and organisations as the committee may decide.
4. Ensure that the club's web site on the Internet is maintained and updated.
5. Receive online bookings and ensure relevant marshals receive them.
6. Receive online membership applications and forward to membership secretary.
7. Raise and send invoices to those purchasing advertising space in club publications and forward the payments received to the Treasurer.

EQUIPMENT OFFICER:

1. Maintain a record of all items of club property, their value and location.
2. Liase with Rally Marshals to supply items of club equipment required at rallies and arrange their transportation.
3. Arrange maintenance and repair of equipment as necessary.