

## **SDRCC Committee role descriptions**

- Chair
  - Serves as the primary leader and spokesperson of the club, ensuring that the club operates smoothly
  - Chairs meetings (e.g., AGM, general, and committee)
  - Develops long-term plans for the club's sustainability and future growth
  - Main contact between local council and external stakeholders
- Treasurer
  - Budgeting: Develop and manage the club's budget.
  - Record Keeping
  - Income Collection: Oversee membership and event fees
  - Payments & Expenses: Manage bill payments, reimbursements, and club purchases
  - Banking: Oversee the club's bank accounts and financial security
  - Membership Administration: Process applications and update membership details
- Secretary
  - Meeting Management: Schedule meetings and prepare agendas
  - Minutes Taking: Record and distribute meeting minutes
  - Record Keeping: Maintain club records and documents
  - Document Storage: Organize and archive club documents
  - AGM Support: Help plan and manage the annual general meeting
- BRCA/events rep
  - Schedules the race calendar for each season, including BRCA/special events
  - Main BRCA liaison
- SORS Rep
  - Main SORS liaison and coordinates with SORS and events rep to schedule and organise SORS events
- Webmaster
  - Maintains the club website, Facebook page and online mail accounts
  - Publishes posts and announcements on the Facebook page to keep members and the general public aware of the club's events and news
- Race control officer
  - Custodian of the race control computer, timing box and rental transponders
  - Oversees the race control personnel and prepares roster for the season
- Maintenance/facilities rep
  - Plans maintenance and upgrades to the facility
  - Ensures that jobs are planned and materials are obtained in advance of each maintenance day
  - Routine inspections of the facility and notes any repairs required
- Safety rep
  - Maintains safety book
  - Ensures that it is updated with any incidents that arise
  - Reports incidents to the BRCA
- Chief Scrutineer
  - Maintains race and build rules and ensures they are followed on a race day
  - Maintains club cars and ensures they are in operable condition