



PO Box 577 Booval Fair QLD 4304  
Ipswich Kart Club Inc.  
ABN: 69 800 397 676

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## Management Committee Position Descriptions

### *Preamble*

The Ipswich Kart Club is a volunteer based organisation registered as a not-for-profit incorporated association with a primary objective of promoting the sport of karting through hosting karting events and other means.

This document briefly sets out the position descriptions of the management committee of the Ipswich Kart Club Incorporated (hereinafter called "the Club") and the criteria and duties that each position incorporates. All committee members are accountable to members of the club and must fulfil requirement of the current registered constitution and/or the Associations Incorporation Act 1981 where required.

The Management committee positions **with** voting rights are:

1. President
2. Vice-President
3. Junior Vice-President
4. Secretary
5. Treasurer

General committee positions **with** voting rights:

1. KQ SKC Delegate
2. Track Safety/Maintenance Officer
3. Timing Officer
4. Licensing and Membership Officer
5. Club Technical Officer
6. Junior Development Officer

General committee positions **without** voting rights:

1. Communications and Promotions Officer
2. Driver's representative
3. General member

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President  
Scott Howard  
0422 216 965

Vice President  
Greg Martin  
0438 105 269

Junior Vice President  
Nigel Smeaton  
0418 199 033

Secretary  
Tanya Trost  
0421 320 453

Treasurer  
Leanne Peacock  
0407 574 082

# **IKC Management committee**

## **President**

### **Role**

The President is the leader of the club and is primarily responsible for ensuring the club sets and meets its goals and objectives, is effectively and efficiently administered according to the Club rules and completes all legal and compliance obligations.

### **Responsibilities**

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities:

1. Be well informed of all club activities, especially those of all sub committees
2. Have a good working knowledge of the constitution and/or the Associations Incorporation Act 1981, Club rules, policies and procedures as well as the duties of all office holders
3. Have a strong understanding of the legal and compliance obligations of running the club
4. To represent the Club at local, state and national levels where required.
5. To act as chairperson at all meetings.
6. Authorised signatory of accounts.

### **Essential Skills and requirements**

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Possession of a First Aid Certificate would be desirable.
- Can communicate effectively and is aware of the future directions and plans of members
- Is a supportive leader for all members and acts in the best interests of members at all times
- Can oversee organisational activities and has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Able to attend and chair committee or executive meetings, general meetings and AGM
- Has a good understanding of the sporting and competition requirements at local, regional and higher levels.
- Is unbiased and impartial on all issues.

## **Vice-President**

### **Role**

The general role of the Vice-President is to work closely with the President, supporting them to undertake the leadership and governance responsibilities of the club. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

## Responsibilities

The general responsibilities of the Vice-President are wide and varied and may include, but certainly not limited to the following responsibilities:

1. Support the President, assisting them to fulfil their responsibilities
2. Assume the role of Club President when the President is not available, including acting as chairperson at committee and Club meetings in the absence of the President.
3. Have a good working knowledge of the constitution and/or the Associations Incorporation Act 1981, Club rules, policies and procedures as well as the duties of all office holders
4. Have a strong understanding of the legal and compliance obligations of running the club
5. Authorised signatory of accounts.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Possession of a First Aid Certificate would be desirable.
- Can communicate effectively and is aware of the future directions and plans of members
- Is a supportive leader for all members and acts in the best interests of members at all times
- Able to oversee organisational activities and assume the role of Club President when the President is not available.
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Generally able to attend and, where necessary, chair committee or executive meetings, general meetings and AGM
- Has a good understanding of the sporting and competition requirements at local, regional and higher levels.
- Is unbiased and impartial on all issues.

## Junior Vice-President

### Role

The Junior Vice-President is a junior executive position generally responsible encouraging membership, and working closely with the club Executive, supporting them to undertake the leadership and governance responsibilities of the club, supporting the transfer of knowledge at Executive position level.

### Responsibilities

1. Support the duties and roles of the President and/or Vice-President as required and/or delegated.
2. Encourage membership
3. Be well informed of all club activities
4. Have a good working knowledge of the constitution and/or the Associations Incorporation Act 1981, Club rules, policies and procedures
5. Authorised signatory of accounts.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Possession of a First Aid Certificate would be desirable.
- Can communicate effectively and is generally aware of the future directions and plans of members
- Is a supportive leader for all members and acts in the best interests of members at all times
- Able to support the executive to oversee organisational activities
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Generally able to attend committee or executive meetings, general meetings and AGM

## Secretary

### Role

The Secretary is the primary administration officer of the Club and provides the link between the committee, members and outside agencies. The Secretary is responsible for managing, collecting, reviewing and disseminating the club's information and knowledge.

### Responsibilities

1. Be the central communication point between any outside agency and the Club and as required, between members of the committee.
2. Act as the public officer of the club for the purposes of complying with the Incorporated Associations Act 1981, including:
  - a. Notifying the relevant government body of their appointment
  - b. Lodging on behalf of the club, all reports and notices as required by the Incorporated Associations Act 1981.
3. Manage the flow of correspondence into the club, including responses
4. In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible; and subsequently prepare and/or circulate meeting papers prior to each committee meeting, including the agenda and supporting reports such as financial reports or any other information required to be considered by the committee or members
5. Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
6. Attend committee or executive meetings, general meetings and AGM
7. Authorised signatory of accounts.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Can communicate effectively, particularly in written form
- Acts in the best interest of the members at all times
- Be the clubs point of contact for key stakeholders

- Understand the Club rules, policies and procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

## Treasurer

### **Role**

The Treasurer is the member of the management committee responsible for the finances of the Club. The Treasurer ensures that financial transactions are recorded in the club's accounts and produces the club's financial reports for presentation to the committee, members and AGM.

### **Responsibilities**

1. To ensure accurate records are kept of all Club financial transactions.
2. To liaise with outside agencies regarding financial matters affecting the Club.
3. To regularly appraise the financial status of the Club for the committee and members.
4. Provide monthly profit and loss statements to members.
5. Arrange for an independent audit to be presented at the Annual General Meeting.
6. Authorised signatory of accounts.

### **Essential Skills and requirements**

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Well organised with the ability to keep concise financial records
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.

# General Committee Positions with voting rights

## KQ SKC Delegate

### Role

Is the representative delegate of the club to the AKA QLD and is to present instructions to the AKA QLD at state Karting council meetings as determined by the Management.

### Responsibilities

1. Present agenda items to the State Karting Council and vote on agenda items as Instructed.
2. Provide a written report to the club of all meetings attended.
3. Liaise with management during the course of meetings.

## Track Maintenance/Safety Officer

### Role

The Track Safety Officer is responsible to ensure that all standards are maintained and/or updated as required.

### Responsibilities

1. Organise working bees to ensure proper maintenance of the track.
2. Maintain the working bee register and update with the club secretary.
3. Be present during track inspections and report matters that require attention to the club Management.
4. Advise Club of the acceptability of the venue, oversee maintenance and development of safety related programs.
5. Have a solid understanding of track safety requirements as required by affiliated associations.
6. Undergo training where necessary.

## Timing Officer

### Role

The Timing Officer is to manage all aspects of race timing for the Club. The position shall use timing equipment in accordance with Karting Australia Rules and oversee the timing of each Competition in accordance with these Rules.

## Responsibilities

1. Ensure all timing requirements are met as per the rules of the competing association events being held.
2. To liaise with outside agencies regarding timing matters affecting the Club.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Able to attend all race meetings on the annual calendar
- Has a good understanding of the competition timing requirements at local, regional and higher levels.
- Ability to work in a logical and orderly manner.

**Licensing and Membership Officer** \*This position is a paid position by way of a fixed monthly honorary payment as approved by IKC Members at the AGM

## Role

The Licencing and Membership Officer is responsible for the administration of all Karting Australia licence and IKC membership transactions for the Club.

## Responsibilities

1. To ensure accurate records are kept of all club memberships.
2. Receive and process paperwork as required
3. Process new and renewed club memberships and licences, including upgrades.
4. Provide monthly updates of memberships.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Can communicate effectively
- Well organised with the ability to keep concise competitor records
- Be a point of contact for new and existing members
- Has a good understanding of the sporting and competition requirements at local, regional and higher levels.

## Club Technical Officer

The Club Technical Officer is responsible for the efficient running of all functions of technical regulations and standards for race days.

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## Responsibilities

- Enforcing technical standards, regulations and safety controls for karts
- Provide Technical advice and reports to the Club as required on all matters technical
- Assist the Club to implement appropriate processes as may be required from time to time
- Assist with implementing and reviewing training packages for Technical Officials/Stewards

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Demonstrated extensive Technical Administration experience is essential
- Can communicate effectively
- Well organised with the ability to keep concise competitor records
- Be a point of contact for new and existing members
- Has a good understanding of the sporting and competition requirements at local, regional and higher levels.

## Junior Development Officer

### Role

The role of the Junior Development Officer is to create recruitment and development pathways for new and emerging junior karters.

This will involve creating relationships within the club, encouraging the transfer of karting skills and knowledge from more experienced members to junior members, and the recruitment of new junior members.

### Responsibilities

1. Run regular "come and try" events inviting potential competitors and their families to come and experience the sport of karting and the Club.
2. Run regular Junior only development days, encouraging the development of karting skills and knowledge for junior club members
3. Foster relationships with senior club members, encouraging the transfer of knowledge to junior members

### Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Well organised
- Can communicate effectively
- Has a good understanding of the future direction of the club
- Has a good understanding of sporting and competition requirements together with working knowledge of the rules of the club



# General Committee Positions *without* voting rights

## Communications Officer

### Role

The Communications Officer acts to promote all aspects of the Club and works closely with the Club President and Secretary to ensure official Club documentation is up-to date, and they are aware of current affairs.

The Communications Officer will liaise with both external stakeholders and the management committee as required.

### Responsibilities

1. Advertise events under the instruction of the management committee.
2. Liaise with outside agencies regarding promotional matters affecting the Club, including the gathering of sponsorship.
3. Write promotional material capturing a variety of aspects that encompass race meetings.
4. Review and write key club documentation including policies and position descriptions, or assist in the development of such.

### Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Can communicate effectively, particularly in written form
- Acts in the best interest of the members at all times
- Be a point of contact for relevant stakeholders
- Understand the Club rules, policies and procedures

## Driver's representative

### Role

The Drivers Representative will act as the link between drivers, members of the club and management committee. This may involve creating relationships within the club, encouraging the transfer of karting skills and knowledge from more experienced members to junior members, and assisting with the recruitment of new junior members.

### Responsibilities

1. Ensure that the view of the karter is constantly gathered and conveyed to management
2. Encourage club members to be involved in social and volunteer activities
3. Welcome new members to the club

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## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Acts in the best interest of the members at all times
- Be a point of contact for relevant stakeholders
- Understand the Club rules, policies and procedures

## General member

General committee member position is to enable passionate members the opportunity to participate and interact in a slightly more formal role with the Club and the Committee. It allows the opportunity to develop skills and experience and gives a good overview of all the roles required in the committee.

## Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (Blue Card)
- Acts in the best interest of the members at all times