



Mazda MX-5 Club of Victoria & Tasmania Inc  
Incorporated No. A0021659A

**COMMITTEE OF MANAGEMENT  
AND  
CHAPTERS**

**Structure and Position Guidelines**

**V4 : 2024 / 1**

## **COMMITTEE OF MANAGEMENT & CHAPTERS**

### **STRUCTURE & POSITION GUIDELINES**

**Version 1: 2015/ 1 - published 8 August 2015**

**Version 2: 2016/ 1 - published 1 February 2016**

**Version 3: 2016/ 2 - published 1 September 2016**

**Version 4: 2024/ 1 - published 8 July 2024**

**MAZDA MX-5 CLUB OF VICTORIA & TASMANIA INCORPORATED**

Incorporated No. A0021659A

**COMMITTEE OF MANAGEMENT & CHAPTERS**

**STRUCTURE & POSITION GUIDELINES**

<b>TABLE OF CONTENTS</b>	<i>Page</i>
<b>Structure of the Club</b> .....	5
<b>Position Guidelines</b> .....	8
<b>• Governance</b> .....	9
- President .....	11
- Vice President .....	11
- Secretary .....	12
- Treasurer .....	12
- Club Captain.....	14
<b>• Social</b> - Overview .....	15
- Club Captain.....	16
- Assistant Club Captain .....	17
<b>• Membership</b> - Overview .....	18
- Membership Officer.....	18
- Merchandise Officer .....	20
- Club Permit Scheme Administrator .....	21
<b>• Communications</b> - Overview .....	23
- Communications Officer .....	24

- IT Administrator .....	26
- Social Media .....	27
- SmugMug .....	28
- Division of Tasks .....	28
<b>• Chapters</b>	
- Structure .....	29
- Chapter Captains (regional).....	30
- Assistant Chapter Captains (regional) .....	33
- Succession planning .....	33
- Chapter Captain - Motorsport .....	33
- Assistant Chapter Captain - Motorsport .....	35
- Succession planning .....	36
- Motorsport Classifications Officer .....	36
- Motorsport Complaints Review Panel .....	36
<b>• Committee / Chapter contacts</b> .....	38
<b>Appendices</b> .....	40

## Structure of the Club

### Committee of Management

As set out in Rule 13 of the Club's Statement of Purposes and Rules (SPR), the Club is managed by a Committee of Management.

The Committee is comprised of up to 12 Club members (Full or Family), and includes:

» Governance comprising five office bearers

*(note that a Committee member may hold up to two office bearer positions at the one time):*

- President
- Vice President
- Treasurer and
- Secretary
- Club Captain

+ three Ordinary Committee members

» and up to four additional Ordinary Committee members who fill administrative roles including (but not limited to):

- Membership
- Merchandise
- Bookkeeping
- Website / IT
- Communications
- Magazine editor/production
- Social Media moderator/s
- Club Permit Scheme administrator
- Motorsport Complaints Review Panel chair

as well as other roles that may emerge from time to time, such as special event manager/s (eg, NatMeet, Club milestone events).

These administrative roles may be carried out by Committee members or may be delegated to non-Committee individuals as determined by the Committee as required.

With one-third of the Committee required to stand down at each year's annual general meeting, Committee members typically serve three years between elections. They may of course resign at any time, and the Committee may appoint Club members to fill any casual vacancies which arise. (These members must then stand for election at the next AGM.)

## Chapters

The Club is divided into six Chapters, each with a Chapter Captain at the helm.

These Chapters are:

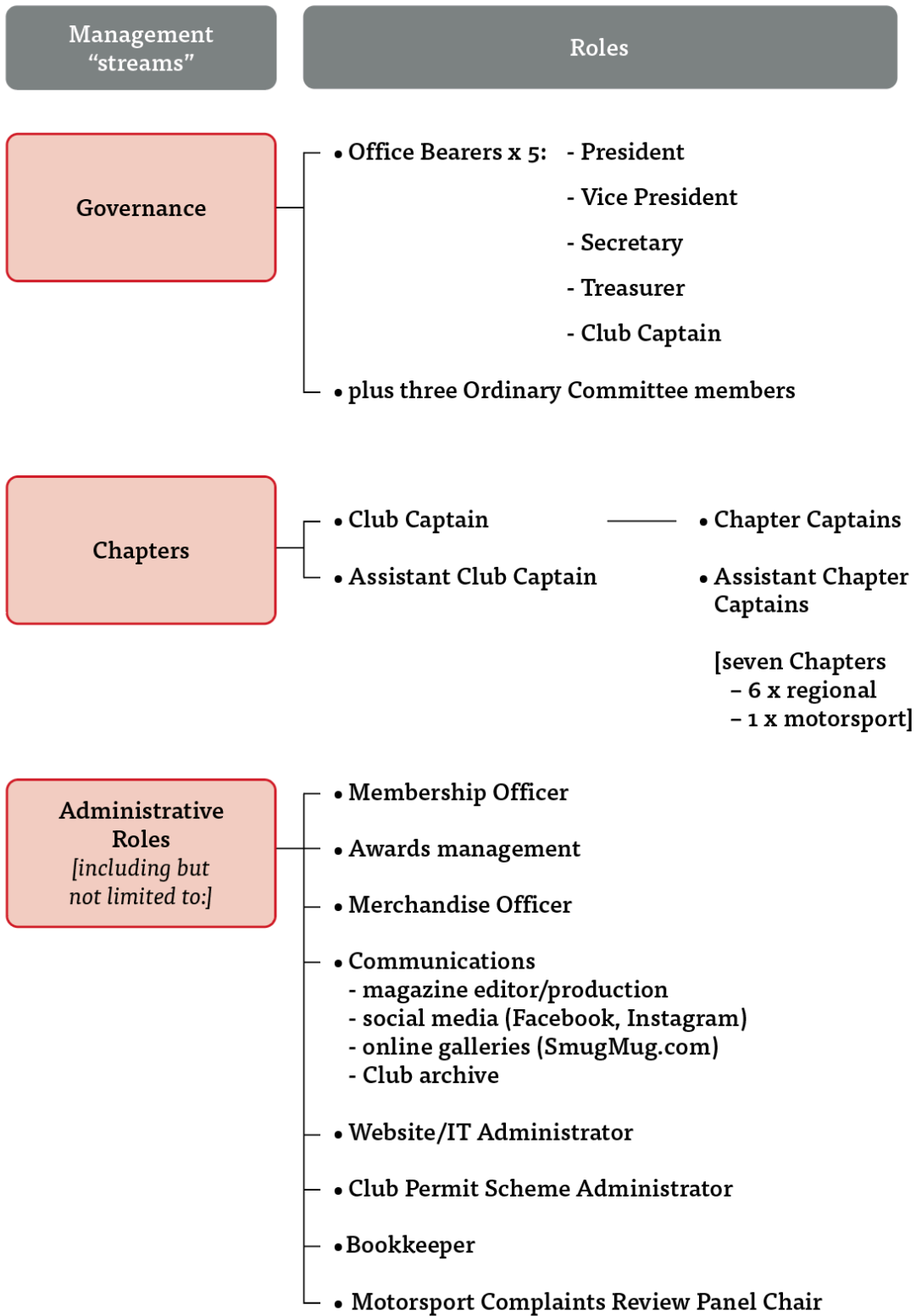
- » Central – based in Melbourne to include members residing within 100km of the GPO.
- » North-Eastern Victoria – based in Wangaratta to include members in northern Victoria – north of the Great Dividing Range, east of Echuca and the border region of southern NSW.
- » Western Victoria – based around Ararat to include members from western Victoria ... Ballarat to the SA border, south to the coast, and north to the border region of southern NSW (west of Echuca).
- » Eastern Victoria – based around Traralgon to include members from (predominantly) west Gippsland, south of the Great Dividing Range.
- » Northern Tasmania – based around Launceston/Devonport to include members in northern Tasmania – both west and east of the Tamar and south to Ross.
- » Southern Tasmania – based in Hobart to include members in and around Hobart and southern Tasmania, south of Ross.
- » Motorsport – based in Victoria to manage the Club's Sprints program of events, including our annual Sprint Championship, conducted on tracks including Phillip Island, Winton, Sandown, Broadford and the Bend in SA.

**Note:**

- *Club members may also participate in the Club's annual Khanacross Championship, which is run separately by the Eastern Victoria Chapter.*
- *Tasmania members can experience the track with occasional driving days at Symmons Plains and Baskerville.*

Each Chapter Captain is encouraged to have up to two Assistant Chapter Captains to help them with their duties.

*In addition to the above-listed Chapters, the Club also hosts an "iRacing" virtual racing league; in future this may be deemed to be a new Chapter with its own Chapter Captain and Assistants.*



## Position Guidelines

Over the years of the Club's operation, duties and areas of responsibility have been defined for each of the Club's Committee officers and other positions.

The "duties of officers" are set out in Rule 18 of the Club's **Statement of Purposes and Rules** (SPR). As an adjunct to that, it is important that the duties of all Club officials are detailed in writing as a reference guide for successive office bearers – to provide clarity of the goals, nature and responsibilities of each management position and to ensure consistency in the management of the Club (regardless of the people involved).

The following pages address the various areas of the Club's management, providing an overview of the management streams and setting out the roles and responsibilities specific to each of the positions.

**In general, the roles of all Committee members, Chapter Captains and Assistant Chapter Captains involve:**

- fostering internal and external interest in the Club and its activities;
- fostering member involvement in Club activities;
- facilitating the efficient running of the Club and its activities;
- assisting fellow Committee members where required;
- promoting the Club and its activities to prospective new members, suppliers and advertisers.

# Governance

## Overview

The principal role of the “Governance” group is to lead the Club and its Committee, take responsibility for governance and represent the Club as defined in the **Statement of Purposes and Rules (SPR)**.

The “Governance” group has both internal and external responsibilities:

- **internal**
  - chairing and taking minutes of Committee meetings, AGM and other SPR-sanctioned meetings
  - ensuring Club activities and actions are in compliance with the SPR
  - surveying the needs of the general membership
- **external**
  - the President and the Secretary are the spokespersons for the Club as defined in the SPR
  - liaison with
    - the other State Club Presidents
    - Mazda Australia and
    - the Clubs’ National Liaison representative
  - representing the Club as required by the SPR or a two-thirds majority of the Committee or as deemed necessary in response to external requests or events requiring Club participation or commentary
  - seeking sponsorship for Club activities
  - meeting the requirements of the Victorian legislation governing Incorporated Associations

- **Internal**

The “Governance” group (President, Vice President, Secretary, Treasurer, Club Captain and three Ordinary Committee members) are responsible for the governance of the Club, for upholding the content of the SPR and for ensuring that the Committee operates with due regard to the “Purposes defined in the SPR and the wishes of the membership. The group is also responsible for managing the Club business plan to ensure that the plan is well defined and members of the Committee are working towards realisation of their plans.

The group takes the lead in understanding the needs of the membership and for surveying its demographics. This has both an internal and external focus. Internally it is required to ensure that the Club is responding to the needs of the membership and planning activities which fit with the aspirations of the majority of the membership.

- **External**

The “Governance” group is responsible for the overall standards and conduct of the Club as defined in the SPR. They are also responsible for taking actions to remedy any developments which are regarded by the Committee as detrimental to the image or aspirations of the Club. The extent and type of remedial actions are defined in the SPR.

The group needs to be aware of and respond to requirements defined in the legislation governing Incorporated Associations. It also needs to advise others in the Committee and the general membership of regulations which apply to the Club and its membership as a consequence of being an Incorporated Association.

The group is also responsible for representing the Club in any situation where the Club’s position, opinion, wishes and offers need to be put forward. The President and Secretary acts as spokespersons for the Club.

It is noted that membership fees and advertising in *mxtra* or on the club website may not be sufficient to generate the financial base required to support a membership of 1,000-plus MX-5 enthusiasts. Surveying the demographics of the Club is one way of determining what we offer to potential sponsors. Once identified it is the Corporate group’s remit to present this information to potential sponsors.

## Governance Group - the roles

### President

The President's role is clearly defined in the SPR, however it has assumed other responsibilities which are not to be found in the SPR such as:

- overall management of the Club Business Plan;
- surveying membership demographics and attitudes;
- presenting the Club's demographics to potential sponsors.

The President takes ultimate responsibility for the smooth running of the Committee by:

- ensuring all positions are occupied by competent and committed Club members;
- ensuring there is a succession plan for key Committee positions;
- ensuring all Committee meetings have a quorum as defined in the SPR.

The role also carries the responsibility for responding to changing influences (both internal and external) on the operations of the Club, and reporting to the membership via the President's column in the Club's magazine, *mxtra*.

It is therefore important that the Committee is encouraged to respond to these changes in a positive manner and to develop plans which are believed to be in the best long-term interests of the Club. For example, the creation of new Chapters required a significant departure from the original Club structure, but the vision shown by the Committee at that time has proven to be an important factor in the continual development of the Club.

Further opportunities for change and growth will inevitably present and it is the President's role to ensure that the Committee responds to these opportunities.

**Award:** The President also has the pleasurable task of determining the recipient/s of the annual *Jinba Ittai* award, which is awarded solely at the President's discretion. The criteria for this award are set out in the Club Recognition Awards document (Appendix 4 of the SPR).

### Vice President

The SPR defines the role of the Vice President as the "stand in" for the President in the event of the latter's incapacity to perform the role or an engagement.

It is anticipated that the outgoing President will act as Vice President for the first year of the new President's tenure. The choice of the Vice President for the second year will be made on the basis of the person selected being interested in assuming the President's role following the departure of the incumbent.

## Secretary

The SPR defines the role of the Secretary as being required to:

- issue notices of Annual General Meetings, General and Committee meetings;
- keep records of all minutes from all meetings, including a record of who was present at each meeting;
- maintain the Club's records;
- maintain records of Club membership\*.

The **key responsibilities** of the Secretary include:

- set up and host (via Google Meet) all formal Club meetings – Annual General Meetings, General and Committee meetings;
- maintain the Club's records, including an equipment/assets register;
- manage the correspondence of the Club, including notices to members;
- compile and distribute the agenda for all meetings;
- record and distribute minutes from all meetings.

The Secretary will be responsible for:

- all correspondence with Consumer Affairs Victoria.
- completing and submitting the annual return for Consumer Affairs Victoria.

*\* The SPR states that the Secretary will keep and maintain, or cause to be kept and maintained, a full list of members of the Club; however, this responsibility is delegated to the Membership Officer.*

## Treasurer

The role of the Treasurer is to manage all aspects of the Club's finances. As at 2024, the Club subscribes to **Zoho Books** software to manage its finances and reporting requirements.

The Treasurer needs to ensure that the Club meets its reporting obligations to members, statutory bodies including Consumer Affairs Victoria and Australian Taxation Office

The Club does not currently require auditing of its financial affairs.

### • Income

The Club's principal Income streams which the Treasurer needs to manage are:

- **Membership subscriptions**, with the assistance of the Membership Officer  
– these are preferred via the Club’s online portal which uses the Stripe payments system;
- **Event revenue**, which is usually received via the Club’s online portal (Stripe payments);
- **Merchandise income**, with the assistance of the Merchandise Officer  
– sales are received via the Club’s online portal (Stripe payments);
- **Advertising and/or sponsorship income** (in *mxtra* and the Club website).

For all Income streams the Treasurer needs to enter all receipts into the software package on a regular basis and ensure that the bank account and software package are reconciled on a monthly basis.

For advertising, the Treasurer is responsible for ensuring that Invoices are sent to advertisers and that their payments are received in a timely manner. If payments are not made by the required date the Treasurer should advise the Committee for guidance.

The Club also receives income from investments; eg, bank accounts, term deposits.

#### • Expenses

There are numerous expenses incurred by the Club, and the Treasurer is responsible for payment of all Invoices/expense claims by Electronic Funds Transfer (EFT). All payments from the bank must be authorised by any two bank-credentialed Office Bearers who are independent of the payment.

In all cases the Treasurer may only pay an invoice/expense claims once the appropriate invoice/claim form has been received.

#### Monthly tasks

- receive all income via electronic means and enter into the software package
- pay Invoices and enter into the software package
- balance the bank account/s and reconcile against the software package
- back up financial data (must be kept for five years)
- produce a written report for Committee and monthly and year-to-date Profit & Loss and Balance Sheet
- maintain a Club equipment/assets register.

### **Quarterly task**

- prepare Finance Report for *mxtra*

### **Annual tasks**

- produce an end-of-year report consisting of Profit & Loss and Balance Sheet (to be presented to the AGM)
- update the Depreciation Schedule
- prepare Tax Return

### **Ad hoc tasks**

- provide input to financial reviews
- provide assistance to other Committee members on any financial matters

### **Club Captain**

The Club Captain is an Office Bearer; however, they head up the “member activity” side of the Club’s operations. Therefore, for the purposes of these guidelines the position description is detailed in the “Social” section, which follows.

## Social

### Overview

The role of Club Captain (and Assistant Club Captain) is to take responsibility for the arrangement and operation of the activities of the Club as directed by the Committee.

Primarily they are to ensure a wide range of social and motorsport activities are provided to the Club members. The intent is to meet and exceed the “Purposes” defined in the Club’s SPR, to ensure the smooth running of events for the enjoyment of all attending members.

- **Social activities** fall in to three broad groups:
  - regular driving events and other social events as may be considered from time to time
  - annual Club-level events – eg, Christmas gatherings, awards presentations, milestone events (eg, key anniversaries)
  - Interstate and National events

Two Committee members alone cannot initiate, develop and lead all of the activities for all members of the Club. The work has to be shared, and the Club Captain may appoint members as necessary to assist in the arrangement and operation of the Club’s activities.

- The regional Chapters were established to meet the challenge of providing regular driving events for all members right across Victoria and Tasmania, and to provide support to members in that region/location. To manage the activities of the Chapters, each has a Captain and up to two Assistants.
  - The Interstate/National events are arranged and managed by Club Captain and Assistant Club Captain.
  - Where a Chapter has no Chapter Captain, the Club Captain will be required to provide temporary support to that Chapter, with strong emphasis on encouraging Chapter members to step up to the Chapter leadership positions.
- **Motorsport events** are managed through the Motorsport Chapter, and organised by the Chapter Captain - Motorsport and Assistant Chapter Captain - Motorsport, but they report to the Committee through the Club Captain. See the separate section on “Chapters” for the specific duties of the Club’s Motorsport officials.

### The roles

Duties and activities are split between Club Captain and the Assistant, providing support to each other. The activities can be adjusted to suit the skills/preferences of those performing

the roles. The succession plan between Club Captain and Assistant is that of the Club standard.

### **Club Captain**

The primary role of the Club Captain is to provide support and guidance to the Chapter Captains. This role is the link between Chapter Captains and the Committee.

This involves:

- working with the Chapter Captains to assist them with planning and providing social events for the members in their locations, ensuring a variety in the types of runs, when and where they are held, ensuring all members can have the opportunity to participate.

Types of activities can include (but are certainly not limited to):

- early morning/breakfast runs
  - twilight runs
  - observation runs
  - scavenger hunts
  - mid-week runs
  - long weekends, week-long runs
  - meeting up with other Chapters
  - social events (little or no driving) – eg, dinners, bowling, cinema, picnics
  - “Tech Talk” events – under the bonnet, mechanical information, maintenance tips, how to look after upholstery and paint work, etc
  - driver education – eg, DECA (Shepparton), Foresite Training (Truganina)
  - motorsport
  - combining social with motorsport / khanacross events (eg, a social run to a track where Club members are competing)
- understanding of local requirements for membership and participation;
  - ensuring the online events calendar (on the Club website) is updated with sufficient time to allow members to plan their participation and register for events;
  - arranging Motorsport Australia permit applications for Club and Chapter events – this needs to be undertaken as soon as a new event is added to the online calendar, and the permit must be approved before a new event can be made “live” on the calendar;

- ensuring that the Club has been granted any other relevant licences and permissions prior to the commencement of any activity which may require such licences or permissions;
- helping with new member promotions, understanding of local requirements for membership and participation;
- listening to Chapter Captains and fostering the sharing of ideas between Chapters and Committee;
- helping with the development of Chapter Assistants for a smooth transition to a Chapter Captain when needed;
- carrying out such duties as the Committee may by a two-thirds majority or more direct from time to time;
- preparing and managing the activities for the Business Plan.

### **Assistant Club Captain**

The role of the Assistant Club Captain includes:

- co-ordinating and overseeing the scheduling and promotion of all Club-wide social events, liaising with members of the Committee and, where applicable, the Chapter Captains.

These events may include, but are not limited to:

- Annual Club events, such as awards presentation, Christmas break-up etc
- SA/Vic-Tas Biennial weekends (every second event, alternating with SA Club)
- NatMeet;
- “Not NatMeet” tours (eg, to Tasmania, New Zealand)
- acting on behalf of the Committee when consulting with various service providers to:
  - secure outside venues
  - sign event order documentation as required
  - arrange payment of initial deposits, and balance of invoice payments, as required by service providers;
- ensuring as far as possible the smooth running of events for the enjoyment of all attending members.

It is stressed that the Club Captain and Assistant Club Captain are NOT expected to organise the fine details of these events; their responsibility is to ensure that those organising these events are on track with their tasks, and to assist if/as required.

## Membership services

### Overview

“Membership” covers a wide range of the Club Committee’s activities, including processing new and renewing membership registrations and maintaining the register of members, provision of new member information; communication with members and the wider world via the Club’s magazine, website and social media, and the management of the Club’s involvement in the VicRoads Club Permit Scheme.

### The roles

#### Membership Officer

The role of the Membership Officer is to manage all aspects of the Club’s membership.

#### Tasks

##### Annual tasks

- review the fees for the forthcoming financial year and update the advertised membership fees shown online for new members.  
**NOTE:** Committee approval for the new fees is required no later than May each year, so that MembershipWorks renewal notices can be updated with the new fees on or prior to 30 May of the year that the fees are changed, so that the new fees can be advertised by 1 June each year).
- after the new fees have been approved, work with the Club’s IT administrator to ensure that the **MembershipWorks** automated renewal and reminder notices are updated to reflect the current fee structure.

Renewal notices are emailed automatically to each current member either twenty nine (29) days before their membership expires for credit/debit card billing or seven (7) days in the case of auto renewing credit/debit card billing, and a reminder email is sent to members who haven’t renewed sixty (60) days of their renewal date.

##### Daily tasks

- respond to enquiries from prospective and current members;
- receive and process applications from new members. This involves:
  - regularly checking online applications via MembershipWorks

- determining eligibility for membership (eg, do they own or have access to an MX-5; if they have ticked the “Sprints”, “Khanacross” or “Club Permit” interest box, ensure they are applying for Full or Family membership [ie, NOT Associate”])
- completing each individual new member profile in MembershipWorks by:
  - assigning a membership number to each new member (NOTE: new members who join as a Family all receive the same membership number; if a current Full membership is converted to a Family membership to accommodate a partner or family member, the new members is assigned that same membership number as the original member.)
  - assigning new members to the appropriate Chapter
  - assigning the appropriate Local Government Area, based on their residential address
  - updating the member’s vehicle’s VIN and Compliance Date (based on a search of the VicRoads registration site, using the supplied registration number [\*not available for Tasmanian vehicles];
  - (once the profile is updated and saved) changing the status in MembershipWorks from “New Member” to “Member”
  - updating **Mailchimp** to ensure that the new member is on the Club’s email mailing list (ensure the new member now appears in the “All contacts”, then update their entry with their Chapter and membership number);
- generating an individual plastic membership card, bearing the new member’s name, Chapter and membership number;
- post to new members a membership “welcome pack” (a Club folder containing a welcome letter (personalised from existing form letters on file), membership card and accompanying Club lanyard, a Club or Tasmania overview brochure (and Motorsport brochure if appropriate), a complimentary hard copy of the recent edition of **mxtra**, a keyring, window sticker, and a copy each of the Club’s Code of Conduct, Privacy Guidelines, and Convoy/Incident Rules;
- if the new member has ticked the “Sprints”, “Khanacross”, “iRacing” and/or “Club Permit” interest box/es, email the member’s contact details to appropriate Club official responsible for those areas
- adding the new member to your membership report for the following month’s **mxtra**;
- if the new member has opted to receive the printed version of **mxtra**, adding their name and delivery details to the mailing list for the following month’s edition;

- maintain the Club's Mailchimp email list (ensuring that automatically-renewing members have their Chapter and membership included in the "All Contacts" list);
- maintain a backup of the basic data contained in the membership database. Currently this is a separate "Years of Membership" Excel file in which every member's name, membership number, joining date and Chapter (and, if needed, the name of any member they have joined in a Family membership). This is invaluable when determining who should receive "Years of Membership" pin (eg, 5-year pin, 10-year pin etc) and when. NOTE that it needs to be maintained to ensure non-renewing members' details are removed.
- provide Chapter Captains with regularly updated lists of members in the relevant Chapters;
- provide updated membership lists to those Committee members who require a list as part of their duties;
- help maintain the integrity and the confidentiality of the data in the membership database/s;
- where necessary, update individual membership details;
- maintain in good order the Club's card printer;
- purchase necessary consumables (blank cards, ribbon, cleaning cards) for the card printer;
- write a monthly report for inclusion in *mxtra*;
- provide the Committee with information pertaining to membership matters;
- on a monthly basis, prepare an Excel file of addresses for Club members, Mazda dealers and representatives, and interstate MX-5 Clubs who receive *mxtra* by mail, and ensure this is sent to the Club's magazine printer.

### **Merchandise Officer**

The role of the Merchandise Officer is to develop, manage and make readily available an interesting range of suitable merchandise to all members of the Mazda MX-5 Club of Victoria & Tasmania Inc. and other interested parties in a timely manner and reasonable prices.

**Note:** All merchandise payments are made via the Club website and recorded in both MembershipWorks and Stripe.

### **Responsibilities**

- develop and maintain a standard range of suitable merchandise;

- develop special event / special interest merchandise from time to time – eg, shirts for annual award winners, plus ranges for Club anniversaries, motorsport, NatMeet etc;
- foster member interest and accessibility – online, on display in person;
- manage merchandise delivery options – pickup, post, in person, via other members;
- manage merchandise credit card payment options;
- maintain up-to-date and accurate inventory schedule;
- maintain backup inventory;
- prepare and place orders on supplier/s;
- negotiate merchandise supply with suppliers;
- coordinate payment of suppliers' accounts;
- respond to members enquiries in a timely manner, online or in person;
- merchandise promotion in person, via *mxtra*, website etc;
- coordinate merchandise web page content with the IT administrator;
- keep the Committee informed about all relevant matters relating to merchandise;
- to seek out suitable value-for-money merchandise products and quality suppliers;
- maintain an appropriate level of inventory, balancing merchandise availability with the Club's investment in merchandise inventory;
- develop / maintain an appropriate means of retiring surplus or old stocks whilst minimising the cost impact on the Club, as required from time to time.

## **Club Permit Officer**

### **Overview**

The role of the Club Permit Officer is to manage all aspects of Victorian and Tasmanian Club Permit Schemes, ensuring that a Club member participating in any scheme is doing so within the rules.

**Note:** All Club Permit fees are paid via the Club website and recorded in both MembershipWorks and Stripe.

### **Responsibilities**

- Remain abreast of the rules governing any eligible Club Permit Schemes (in Victoria and Tasmania) for which a Club member can apply;

- liaison and correspondence with the relevant authorities responsible for the Club Permit Schemes, ensuring that the Club and members are abiding by all of the relevant rules of the scheme/s;
- disseminate information to Club members on the applicable scheme/s;
- develop and keep up-to-date Club guidelines for members participation in the appropriate scheme/s;
- field any enquiries from members in relation to the Club Permit Scheme/s;
- receive and process all Club Permit applications from members. This involves:
  - checking the application to ensure that it meets the applicable rules of the scheme and the guidelines outlined by the Club
  - determining whether the Club will support the member's Club Permit application
    - If the application is supported, sign off the Club Permit Application and return the relevant documents to the member;
    - If the application is not supported, notify the member as to why and if necessary, return relevant documents;
- undertake the role as the key signatory for Club Permit Registration applications;
- retain relevant records of all Club Permits, including copies of the Club Permit Registration applications;
- maintain a register of Club Permit Registration applications;
- check and sign off on renewal applications;
- keep the Committee up to date on applicable Club Permit Schemes, guidelines, processes and register of applications;
- promote the Club Permit Scheme with the Committee and members;
- notify the relevant authority if a member violates any rule of the relevant Club Permit Scheme;
- identify suitable delegates to approve and sign off on Club Permits, ensuring the relevant authority is updated on the delegations.

# Communications

## Overview

The role of the Communications stream is to present the Club to its various audiences in a positive light and in a consistent manner.

The Club has two principal audiences:

- internal – our membership – and
- external, which in turn can be sub-divided into:
  - the Mazda MX-5 community (potential members, other State clubs)
  - Mazda Australia
  - the general public

### • Internal

Internal communication is vital, and includes everything from the content of formal communications channels through to the way the President, Committee and Chapter Captains address members and respond to emails and the way we conduct our events.

The Club's formal channels for internal communication include:

- the monthly magazine, *mxtra*
- the Club website
- the Club's social media presence – Facebook page and group and Instagram
- general emails, such as the monthly *mxtra* notification, event announcements and reminders, etc
- specific emails to individuals
- "welcome" emails to greet new members as they join the Club
- the Club's "Welcome Pack" which is sent to new members with their membership card

### • External

Our efforts at external communication are currently more passive than the effort we put into our internal communication, with a fair reliance on "spin-off" from internal activities rather than direct action.

There is no doubt that our website and Facebook page, while primarily aimed at providing information to our internal audience, also have a dual role of presenting the face of the Club

to interested “outsiders” to provide information about the Club and hopefully attract them to join.

We send *mxtra* to the other State MX-5 clubs, our advertisers, key people at Mazda Australia and some Mazda dealerships, and send back editions to potential members (when requested).

With Mazda Australia, we have made a very concerted effort to build up a good two-way relationship. Over recent years Mazda has begun to reciprocate that effort, placing high value on the Clubs and our collective membership, and has again become a very important supporter of the MX-5 Clubs around Australia.

Probably our greatest external communication “device” is our presence in public, whether that’s in convoy on the road or parked together in a public place. As with our internal communications, there is a halo effect on the way the Club is perceived by intangibles such as the way we behave on the road (individually and in convoy), our behaviour at motorsport events, our interactions with other groups (eg, CFA, other road users and even other people in the places we visit) and so on. It doesn’t take much to create a wrong impression, and it is incumbent on all of the Club’s leaders to set the right example.

## The roles

### Communications Officer

#### Responsibilities

The Communications Officer is responsible for co-ordinating all aspects of the Club’s internal and external communications, as directed by the Committee.

As with any organisation or business, it is important to ensure that there is a consistency of style across all Club communications – layout, fonts, colours etc. The Communications Officer needs to ensure that all key communications reflect the current Club style.

Depending on the skills and resources of the incumbent at any given time, the position will either be a full hands-on role, a hands-off management role, or a combination of both – doing some of the work him/herself and calling on other resources within or outside the Club (with Committee approval) to ensure other work is completed satisfactorily.

For example, the Communications Officer might have skills in desktop publishing and can personally look after the print communications (*mxtra*, Club info sheets including convoy rules, social media guidelines, code of conduct etc), while working with the Club’s IT administrator to manage the online elements (or vice versa).

Across all elements, it is important to maintain a high standard of grammar, spelling, presentation etc.

The key responsibilities of the role include:

- ***mxtra***
  - management, collation and editing of content
  - preparation of layout and finished art
  - hard copy version: print management and mailing
  - online version: preparation of online file for uploading
  - maintenance of Print Post facility
  - with the Membership Officer, maintenance of the ***mxtra*** mailing list
- Mailchimp
  - member e-mails: monthly ***mxtra*** notifications, event promotion and reminders
- *hello@* address
  - responding to general queries (internal and external), or passing them on to the relevant Club officer for attention

**Note:**

  - all emails generated by MembershipWorks go out under the *administrator@* email
  - all '*Contact Us*' enquiries through the Club website are automatically forwarded to the relevant Committee member or volunteer (ie, Membership, Club Permit, Social Events, Motorsport, Technical, Trading Post, Merchandise, Club Vehicle Register, iRacing, Other [goes to Vice President])
- awards
  - artwork and production of physical awards for social and motorsport winners
- general artwork
  - preparation of artwork for all official Club forms and publications, including (but not limited to):
  - stationery (letterhead, envelopes)
  - Chapter Captain "leave-behind" cards
  - forms (convoy/incident rules, ***mxtra*** report guidelines, run planning notes, privacy guidelines, Code of Conduct etc)
  - Motorsport (Sprints) Championship regulations (annual updates)
  - motorsport (Sprints) forms (competitor declarations etc)
  - Statement of Purposes and Rules
  - Club Position Guidelines

- banners (eg, vinyl Chapter banners, free-standing Club banners)
- membership badges
- membership window stickers
- membership key ring tags
- years of service and other special event badges
- awards and certificates
- “welcome pack” folder and content pages
- promotional items, such as bumper stickers, registration plate frames
- Club publications (eg, “20 Roads” book, calendars)
- special projects (eg, anniversary celebrations, NatMeet)
- arrangement of printing or production, as required
- Club logo - design of logo and usage guidelines for print, embroidery etc
- public relations - preparation and placement of media releases, editorial etc to promote the Club, events etc through local media
- advertising - preparation and placement of any advertising required to promote the Club, events etc through local media
- back-up - maintenance of electronic versions of all Club-related artwork and published material, including logos, stationery, *mxtra* editions, banners, membership cards and stickers etc – *even these guidelines*

## IT Administrator

### Responsibilities

The IT Administrator is responsible for co-coordinating all aspects of the Club’s website and Wordpress plugins, as directed by the Committee.

Depending on the skills and resources of the incumbent at any given time, the position will be a hands-off management role – doing some of the work him/herself and calling on other resources within or outside the Club (with Committee approval) to ensure other work is completed satisfactorily.

The key responsibilities of the role include:

- Club website - site maintenance, in collaboration with the Communications Officer, ensuring all content is constantly updated to

reflect the Club's current activities, personnel, *mxtra* editions etc, and that all links and downloads are current.

- The critical elements for regular updating are the:
  - o online calendar (main "social" calendar and Chapter pages)
  - o motorsport page (calendar, results and lap records)
  - o monthly *mxtra*-related updates
  - o "Trading Post" support
  - o annual membership fee changes (to be done by 30 May, after approval at the May Committee meeting each year)
  - o ensuring the Club's various domain name registrations remain current
  - o site administration; liaison with external providers
  - o setting up online event payment facilities as required
- Club e-mail addresses
  - administration and maintenance of all Club e-mail "aliases" (Gmail) – Committee, Chapter Captains and other roles (Club Permit, SmugMug, Motorsport Classifications etc)
- Back-up
  - ensuring systems are in place for the backup and security of the Club website, Google & Microsoft data

## Social Media

Social media is a growing platform which allows the Club to communicate with its existing and potential members in a range of ways. The Club's core presence in this space is through our Facebook group, Facebook page and Instagram page. The Facebook group and page are separate entities. This area falls within the responsibilities of the Communications Officer but is best managed by a "youth"/social media Committee member who is responsible for maintaining the sites and moderating the content. This role could also be taken on by a Club member who is not a committee member.

Key responsibilities include managing membership of the sites and rejecting inappropriate content such as content which is abusive or goes against the Club's principles, or content which is solely commercial or advertising in nature.

The role of the **Facebook group** is to create a space where existing Club members can interact and share photos and stories with their MX-5-owning friends as well as promote events and other news with fellow Club members. As people's lives become more reliant on social media this group will become a more and more important part of the Club's operation as the most common way members communicate with each other.

The **Facebook page** on the other hand has the primary function of promoting the Club. The group could be described as Club members talking to each other whereas the page is more an example of the Club talking to our existing and potential new members. A robust and active Facebook page is a great way to outwardly promote the Club through showing the public events and gatherings and attract new members. It allows members achievements to be seen and is a great way to encourage people to become involved in Club activities.

### SmugMug

The Club maintains a gallery of Club photos on “SmugMug” (site: <https://mx5vic.smugmug.com/>) with separate sub-galleries for the Club and for each of the Chapters. A number of Club members have access to this to upload photos for each event, but (in 2024) we have a dedicated person to whom all members can send images for upload. This is done via a Club email address, [smugmug@mx5vic.org.au](mailto:smugmug@mx5vic.org.au).

It is important to ensure that, when creating new galleries on this site and when uploading members’ images, that the “selling” option (in “Settings”) is always set to “off”.

### Division of tasks - optional

If necessary, or desirable, the Communications functions can be divided across a team of people:

- **mxtra** editor - to determine, source, collate and edit content
- **mxtra** production - layout and finished art, print management for
  - magazine
- IT administrator - management/maintenance of Club website
  - Club e-mails
  - responsibility for *hello@* address
- Social Media - management/maintenance of Club social media sites
- general artwork - Club logo design and management
  - other artwork as required (eg, special events, NatMeet)

If such a division of labour is implemented, the members of the Communications team need to work under the guidance and direction of the Communications Officer and the Committee.

## Chapters

The Club is divided into seven Chapters (six “social” and one “motorsport”), each with a Chapter Captain at the helm.

These Chapters are:

- » Central – based in Melbourne to include members residing within 100km of the GPO.
- » North-eastern Victoria – based in Wangaratta to include members in northern Victoria – north of the Great Dividing Range, east of Echuca and the border region of southern NSW.
- » Western Victoria – based around Ararat to include members from western Victoria ... Ballarat to the SA border, south to the coast, and north to the border region of southern NSW (west of Echuca).
- » Eastern Victoria – based around Traralgon to include members from (predominantly) west Gippsland, south of the Great Dividing Range.
- » Northern Tasmania – based around Launceston/Devonport to include members in northern Tasmania – both west and east of the Tamar and south to Ross.
- » Southern Tasmania – based in Hobart to include members in and around Hobart and southern Tasmania, south of Ross.
- » Motorsport – based in Victoria to manage the Club’s Sprints program of events, including our annual Sprint Championship, conducted on tracks including Phillip Island, Winton, Sandown, Broadford and the Bend in SA.

Club members may also participate in the Club’s annual Khanacross Championship, which is run separately by the Eastern Victoria Chapter.

Tasmania members can experience the track with occasional driving days at Symmons Plains and Baskerville.

Each Chapter Captain is encouraged to have up to two Assistant Chapter Captains to help them with their duties, with a view to succession when the Chapter Captain wants to step back.

Chapter Captains and their Assistants must have their appointments confirmed by the Club Committee.

## Social Chapters

### The roles

#### 1. Chapter Captains – Regional

##### Event planning

The primary role of the Chapter Captain is to ensure that their Chapter members enjoy a variety of runs and social activities throughout the year.

These runs should start at different points and head to different destinations, and be held at different times and on different days of the week to ensure all members have the opportunity to participate.

This work should not be left to the Chapter Captain alone; the Assistant Chapter Captains and other Chapter members should be encouraged to become actively involved with the planning and execution of the calendar generally and with specific events.

For variety, types of activities can include (but are certainly not limited to):

- early morning/breakfast runs
- twilight runs
- observation runs
- scavenger hunts
- mid-week runs
- long weekends, week-long runs
- meeting up with other Chapters
- social events (little or no driving) – dinners, bowling, cinema, picnics
- “Tech Talk” events – under the bonnet, how to look after upholstery and paint work, etc
- driver education
- combining social with motorsport / khanacross events

**Event planning starts** with creating a calendar of dates showing when events are proposed to occur throughout the year.

One suggestion is that the Chapter Captain and Assistants get together in November/December each year to set out the broad calendar of Chapter events for the coming year. Details of the events do not need to be known at this time, but it helps with planning members’ participation and allows for coordination with the other Chapters.

Add the initial details – date, run name, a brief overview and organiser’s name – into the Club event calendar on the Club website.

Full event details can be added closer to the event time. For events you're not organising yourself, please liaise with the organiser well before and up until the day of the run to make sure they have everything well in hand.

**The process of organising a run** starts about two months in advance. An earlier start is required for overnight/extended runs where people need to arrange accommodation.

- **At least two months before** the event, the Chapter Captain must add the full event details to into the Club events calendar so that Motorsport Australia social event permit can be organised.

Content for the event should include the event date and time; a brief summary of what's planned; details including meeting place and time, departure time, anything specific that participants should bring (eg, picnic lunch, chairs, thermos, camera), RSVP date if required. A photo relevant to the route, destination or theme of the event is ideal to promote the event.

- **At least one month before** the event, the Chapter Captain should send an email to Chapter members (plus members of other Chapters on your Chapter's mailing list, and anyone who might have booked in after the initial announcement).
- **A week before the event** (or before the RSVP date, if there is one), send out a reminder email with the flyer attached.
- **At the event**, greet people as they arrive.
- **At the start of the event**, the Chapter Captain must deliver (or ensure the event leader delivers) a briefing to participants that covers:
  - a welcome, including introducing Committee members and other Chapter Captains who are present
  - introduction of new members who are at their first event (with the help of the Assistant Captain/s, buddy them up with an experienced member)
  - a brief overview of the event
  - confirmation of the run leader and the "tail-end Charlie" (identify their cars)
  - the UHF radio frequency to be used for that event
  - an offer for members to use the Chapter's spare radios (if available)
  - a review of the Club's convoy rules, with emphasis on the need to mark corners
  - appointment of "volunteers" to write a report on the event (300 words) and take photos for *mxtra*.

Ensure everyone has a copy of the day's run notes (if applicable), GPX file (if using navigation), or knows the route.

- **During the event**, if an incident occurs, the Chapter Captain must follow the Club's "incident guidelines" and notify the Club President of the event circumstances and any outcome.
- **After the event**, the Chapter Captain must follow-up and ensure the *mxtra* report and photos are done and submitted to the Editor (*editor@mx5vic.org.au*) as soon as possible after the event, but by the end of the month at the latest.

### **New members**

From time to time the Communications Officer will send you an email advising the details of any new member in the Chapter area. On receipt of this advice:

- contact the member to welcome them to the Club;
- advise them of the next Chapter event/run;
- give them a brief outline of what the Chapter does – ie, the types of runs we do, how often runs are held etc;
- add them to your Membership List spreadsheet;
- add them to the "Contacts" in your Chapter email list.

### **Committee liaison**

It's very important to understand that, as Chapter Captain, **you are not alone**.

Many on the Committee have been in the Club for many years, and have "been there, done that". They have a good idea of what's been done before, what works and what doesn't, and are more than happy to share their experience and talk through your ideas.

There will be other members of your Chapter who can also help with advice and "hands on" assistance.

It's also important that the Chapter Captains keep the Committee "in the loop" with the Chapter's activities and – especially – any challenges or problems that might arise as they arise.

Your primary contact on the Club Committee is the Club Captain (*clubcaptain@mx5vic.org.au*), and they are only an e-mail or a phone call away. The Committee meets on the second Wednesday of every month (except January) so, if you have an issue that needs Committee attention, please make sure you contact the Club Captain before then.

## Assistant Chapter Captains

The role of the Assistant Chapter Captain is to provide the Chapter Captain with support as and when required, perhaps taking responsibility for one or some elements of event planning (eg, ensuring the *mxtra* report and photos are submitted on time), and/or taking sole responsibility for planning an entire event or two (or three).

It might also be the case that you need to insist that the Chapter Captain shares the load, both so that you gain important experience and that the Chapter Captain does not burn out.

## Succession Planning

Unlike Committee members, at this stage Chapter Captains have no restriction on the time they can hold their position.

However, no matter how long a Chapter Captain intends to stay “in the job”, it is essential that at least one Assistant Chapter Captain is in place as an understudy. Unforeseen circumstances arise which can stop a Chapter Captain from carrying out their role, and even the most dedicated Chapter Captain needs the odd holiday!

It’s important that Chapter Captains involve their Assistants closely with the general running of the Chapter, and give them responsibility for a share of the events throughout the year. This will prepare them well for the time when the incumbent Captain needs or wants to pass the baton.

## 2. Chapter Captain – Motorsport

The Chapter Captain - Motorsport is responsible for the coordination and organisation of the Club’s annual Sprint Championship in cooperation with the Assistant Chapter Captain - Motorsport and the Club Committee.

### Key Responsibilities

- proactively promote the Club values, direct and assist fellow Club members and Motorsport competitors as required to enhance membership;
- effectively coordinate and organise the Club Sprints calendar and Championship;
- promote a “safety is paramount” approach to all participants in Sprints in strict accordance with Motorsport Australia rules, regulations and event supplementary regulations;
- provide support to competitors in the event of an incident resulting in discussions with the Clerk of the Course or event officials;
- be the first point of contact for new members indicating interest in Sprints;

- be the first point of contact on Club-related Motorsport issues with Motorsport Australia, event officials, circuit operators and other car clubs;
- mentor the Assistant Chapter Captain - Motorsport in his/her first year as per the succession plan;
- uphold competitor compliance to the Sprint Championship rules in a fair and equitable manner;
- maintain the Sprint Championship rules and scoring system to ensure they remain relevant and up to date in a fair and equitable manner;
- organise and chair the annual Club Sprints competitors' meeting;
- liaise with interstate Mazda MX-5 Clubs regarding Interstate Challenge events;
- manage Club Motorsport assets via a separate assets register;
- liaise with the Club Committee via the Club Captain or, if preferred by attendance at the monthly online Committee meetings;
- communication:
  - take responsibility for all correspondence with Motorsport Australia (*this may be passed on to the Club's Motorsport Delegate, if this is a different person from the Chapter Captain*)
  - organise reports and photos on specific events from fellow Club members for **mxtra**
  - maintain a current phone list and email group of Club members interested in Sprints;
  - provide regular informative communication to the Motorsport Group regarding upcoming events and relevant points of interest.

#### **Pre-requisites**

- must be a currently-financial Full or adult Family member of the Club;
- must be the holder of an appropriate current Motorsport Australia competition licence;
- must be a regular competitor in the Club Sprint Championship.

NOTE that it is not necessary for the Chapter Captain – Motorsport to be a serving member of the Club Committee.

## Assistant Club Captain - Motorsport

The Assistant Chapter Captain - Motorsport is responsible for assisting the Chapter Captain - Motorsport with the coordination and organisation of the Club's annual Sprint Championship in cooperation with the Club Committee.

### Key Responsibilities

- proactively promote the Club values, to direct and assist fellow Club members and Motorsport competitors as required to enhance membership;
- assume the responsibilities of the Chapter Captain - Motorsport in his/her absence;
- assist with coordination and organisation of the Club Sprints calendar and Championship;
- promote a "safety is paramount" approach to all participants in Sprints in strict accordance with Motorsport Australia rules, regulations and event supplementary regulations;
- uphold competitor compliance to the Sprint Championship rules in a fair and equitable manner and refer any relevant issues to the Chapter Captain - Motorsport;
- assist with maintenance of the Sprint Championship rules and scoring system to ensure they remain relevant and up to date in a fair and equitable manner;
- assist with organising the annual Club Sprints competitors' meeting;
- communication:
  - actively network amongst fellow Club competitors in attendance at events on the day, by promoting the Clubs values and fostering camaraderie;
  - organise reports and photos on specific events from fellow Club members for *mxtra*.

### Pre-requisites

- must be a currently-financial Full or adult Family member of the Club;
- must be the holder of an appropriate current Motorsport Australia competition licence;
- must be a regular competitor in the Club Sprint Championship.

NOTE that it is not necessary for the Assistant Chapter Captain - Motorsport to be a serving member of the Club Committee.

## **Succession Planning - Motorsport**

To ensure the continual growth and quality of Motorsport participation within the Club, it is envisaged that under normal circumstances a person would progress through the cycle and serve in the role of Assistant Captain or Captain for lengths of terms as follows:

- One year as Assistant Captain: assist the Chapter Captain - Motorsport and be mentored by the Captain to ensure a seamless transition to the role of Captain.
- Two years as Chapter Captain - Motorsport: the first year with the outgoing Captain as the Assistant to ensure a seamless transition, and the second year with a new Assistant Captain who assists and is mentored by the Captain.

This plan enables the Club to benefit from a steady, managed and evolving team of people contributing ideas. It allows for the development of a pool of people over time with a sound understanding of the Club's structure, values and ideals. Succession planning also creates opportunities for a wider circle of people to become involved in effective and sustainable management of Sprints competition within the Club.

## **Motorsport Classifications Officer**

The Motorsport Classifications Officer is appointed by the Chapter Captain - Motorsport, and must be confirmed annually by the Club Committee.

The role of the Classifications Officer shall be determined by the Chapter Captain - Motorsport, but key to their duties is to ensure that all vehicles competing in the Club's annual Sprint Championship are fully compliant with the specifications (including allowed modifications) for their nominated competition class.

This will be assessed by the Officer's evaluation of each participating member's "Competitor Declaration", which must be submitted prior to the start of each year's Championship or before any competitor's first event in a given year. The assessment may be verified at any time during the competition year by a physical examination/scrutineering of the vehicle, either at random or if questioned by a Club official or fellow competitor.

The Officer is to report any breaches or anomalies found to the Chapter Captain – Motorsport for further action.

## **Motorsport Complaint Review Panel**

The Motorsport Complaint Review Panel is a three-person team established to hear complaints arising from the Club's motorsport activity.

It is appointed by the Club Committee, and is chaired by the Club Secretary with two other nominated personnel from within the Club. It meets only as required.

## **Key Responsibilities**

- The Motorsport Complaint Review Panel will review and adjudicate on any formal complaint lodged within the Club's Sprint Championship Rules by a motorsport participant.
- Where applicable, the Motorsport Complaint Review Panel will be responsible to determine the appropriate penalty, based upon Penalty Scales outlined in the Club's Sprint Championship Rules.
- Any adjudication must be decided by a majority vote of the Motorsport Complaint Review Panel.
- On adjudicating a complaint, the Motorsport Complaint Review Panel will notify the Chapter Captain - Motorsport of the decision and it will be the responsibility of the Chapter Captain - Motorsport to enforce the Review Panel's decision.
- The Motorsport Complaint Review Panel will be responsible for reporting any vexatious complainants to the Club Committee.

#### **Pre-requisites**

- All members of the Motorsport Complaint Review Panel should be familiar with the Club's Sprint Championship Rules.
- All members of the Motorsport Complaint Review Panel must be Full of adult Family members of the Club.
- It would be preferential that at least one member of the Motorsport Complaint Review Panel has motorsport experience as a Sprints competitor.

## CLUB CONTACTS

### 2024-2025 Committee:

Office Bearers			
President	Simon Acfield	0411 649 008	<a href="mailto:president@mx5vic.org.au">president@mx5vic.org.au</a>
Vice President	Daryl Guest	0403 609 817	<a href="mailto:vicepresident@mx5vic.org.au">vicepresident@mx5vic.org.au</a>
Secretary	Rob McKenzie	0413 303 418	<a href="mailto:secretary@mx5vic.org.au">secretary@mx5vic.org.au</a>
Treasurer	Malcolm Brand	0412 427 263	<a href="mailto:treasurer@mx5vic.org.au">treasurer@mx5vic.org.au</a>
Club Captain [acting] ...	Craig Dixon [Daryl Guest]	0409 869 873 [0403 609 817]	<a href="mailto:clubcaptain@mx5vic.org.au">clubcaptain@mx5vic.org.au</a> [ <a href="mailto:vicepresident@mx5vic.org.au">vicepresident@mx5vic.org.au</a> ]
Committee			
	John Downes	0412 158 889	<a href="mailto:jdjdownes620@gmail.com">jdjdownes620@gmail.com</a>
	Jason Gilholme	0405 140 555	<a href="mailto:jasongilholme@gmail.com">jasongilholme@gmail.com</a>
	John Gleeson	0499 549 210	<a href="mailto:western@mx5vic.org.au">western@mx5vic.org.au</a>
	Noellene Gleeson	0499 549 210	<a href="mailto:western@mx5vic.org.au">western@mx5vic.org.au</a>
	Stephen Johnstone	0417 346 142	<a href="mailto:stepsands@bigpond.com">stepsands@bigpond.com</a>
	Ian Wheeler	0439 726 453	<a href="mailto:iankatewheeler@bigpond.com">iankatewheeler@bigpond.com</a>
	Adrian Zadro	0438 241 124	<a href="mailto:adrian@lansell.com.au">adrian@lansell.com.au</a>
Administrative roles			
Membership	[Murray Finlay]	[0416 247 677]	<a href="mailto:membership@mx5vic.org.au">membership@mx5vic.org.au</a>
Merchandise	Noellene Gleeson	0499 549 210	<a href="mailto:merchandise@mx5vic.org.au">merchandise@mx5vic.org.au</a>
Social Media	Randy Stagno Navarra Simon Acfield Jason Gilholme	0409 210 872 0411 649 008 0405 140 555	<a href="mailto:techno@mx5vic.org.au">techno@mx5vic.org.au</a> <a href="mailto:iracing@mx5vic.org.au">iracing@mx5vic.org.au</a> <a href="mailto:jasongilholme@gmail.com">jasongilholme@gmail.com</a>
<b>mxtra</b>	Murray Finlay	0416 247 677	<a href="mailto:editor@mx5vic.org.au">editor@mx5vic.org.au</a>

IT Administrator	Bruce Gray Jason Gilholme	0478 219 856 0405 140 555	<a href="mailto:admin@mx5vic.org.au">admin@mx5vic.org.au</a> <a href="mailto:jasongilholme@gmail.com">jasongilholme@gmail.com</a>
Club Permits	Peter Dannock	0408 522 093	<a href="mailto:clubpermit@mx5vic.org.au">clubpermit@mx5vic.org.au</a>
Technical	Randy Stagno Navarra	0409 210 872	<a href="mailto:techno@mx5vic.org.au">techno@mx5vic.org.au</a>
iRacing	Simon Acfield	0411 649 008	<a href="mailto:iracing@mx5vic.org.au">iracing@mx5vic.org.au</a>
SmugMug	Bob de Bont	0402 345 562	<a href="mailto:smugmug@mx5vic.org.au">smugmug@mx5vic.org.au</a>
Classifications Officer	Russell Garner	0403 996 694	<a href="mailto:compliance@mx5vic.org.au">compliance@mx5vic.org.au</a>
<b>Chapter Captains</b>			
Central	[vacant]	---	<a href="mailto:central@mx5vic.org.au">central@mx5vic.org.au</a>
Eastern Victoria	Judy Searl	0408 568 345	<a href="mailto:eastern@mx5vic.org.au">eastern@mx5vic.org.au</a>
North-Eastern Victoria	Craig Dixon	0409 869 873	<a href="mailto:north-eastern@mx5vic.org.au">north-eastern@mx5vic.org.au</a>
Western Victoria	John & Noellene Gleeson	0499 549 210	<a href="mailto:western@mx5vic.org.au">western@mx5vic.org.au</a>
Northern Tasmania	Alana McDougall	0429 808 798	<a href="mailto:northtas@mx5vic.org.au">northtas@mx5vic.org.au</a>
Southern Tasmania	John Waldock	0409 658 716 (ah)	<a href="mailto:southtas@mx5vic.org.au">southtas@mx5vic.org.au</a>
Motorsport	John Downes	0412 158 889	<a href="mailto:motorsport@mx5vic.org.au">motorsport@mx5vic.org.au</a> < <a href="mailto:jdjdownes620@gmail.com">jdjdownes620@gmail.com</a> >

#### Previous contacts

President	Cary Warren	0418 368 246 (ah)	<a href="mailto:president@mx5vic.org.au">president@mx5vic.org.au</a>
Vice President	Bruce Gray	0478 219 856	<a href="mailto:treasurer@mx5vic.org.au">treasurer@mx5vic.org.au</a>
Secretary	Murray Finlay	0416 247 677	<a href="mailto:secretary@mx5vic.org.au">secretary@mx5vic.org.au</a>

## APPENDICES

The Club has a number of important Club documents with which Committee members and Chapter leaders should be familiar. The latest versions of each can be found on the Club website, and are available there for download.

Document	Link for download: mx5vic.org.au/home/ ...
Statement of Purposes & Rules	about/statement-of-purposes-rules/
Code of Conduct	about/code-of-conduct/
Social Media Guidelines	social-events/
Event planning:	
Preparing a Club Run	social-events/
What Works Well	social-events/
Run notes template (Excel)	social-events/
<b>mxtra</b> report (tips)	social-events/
Convoy Rules / Incident Guidelines	social-events/convoyincident-rules/
Club promotional material	<i>(available from Communications Officer)</i>
Insurance overview	<i>(available from Club Treasurer)</i>
Extreme Weather Guidelines	<i>(available from Club Secretary)</i>
Club Permit Scheme guidelines	membership/club-permit-scheme/
Sprint Championship regulations	motorsport/sprint-championship/

Motorsport competitor declaration forms	<i>motorsport/championship-rules/sprints-championship-forms/</i>
Motorsport complaint/sportsmanship review form	<i>motorsport/championship-rules/sprints-championship-forms/</i>
Motorsport complaint/sportsmanship review process	<i>motorsport/championship-rules/sprints-championship-forms/</i>