

OPERATIONS GUIDELINES

INTRODUCTION

This QHMC Inc. Operations Guidelines is a *living Document*. It is intended to be used primarily by the Committee as it details the responsibilities of each Committee position.

CONTENTS AND CONTROL

The responsibility of the contents of the Operations Guidelines rests with the Committee and all changes require the approval of the Committee. All Committee members should be given a copy. An up-to-date copy of the Guidelines (both printed and a USB Stick) must be kept in the club archives.

MAINTENANCE

The controller of the Operations Guidelines should have a thorough knowledge of the contents of the guidelines, as changes to one section may affect other sections. The controller is required to be computer literate.

Every 5 years, prior to the Annual General Meeting, a review of the running of the Association should be done by the "out-going" Committee. Any changes are to be minuted and passed to the controller for incorporation into the guidelines.

The Constitution may be altered only as per the Constitution, however, other changes only require the approval of the Committee, although the membership is usually consulted on significant changes.

All perspective (nominated) committee members are required to read and understand the responsibilities of the position for which they accept nomination and enquire "do they have the skills required".

Chapter 1 QHMC MANAGEMENT COMMITTEE MEMBERS

The constitution makes the following positions automatically members of the QHMC Management Committee.

1. President
2. Vice President
3. Secretary
4. Treasurer, Membership Secretary

The constitution also states the membership can appoint additional delegates to the Management Committee.

Chapter 2 QHMC COMMITTEE MEMBERS

1. President
2. Vice President
3. Secretary
4. Treasurer, Membership Secretary
5. Assistant Secretary
6. TMR (Transport Main Roads) Liaison Officer
7. Web-liaison officer
8. AHMF delegates (2)
9. Tea Person

All Committee members to perform their duties in a timely manner, if these duties are not carried out for over 2 months the committee member will be given a 1 month warning and if this is not actioned the committee person will be removed from that office.

The description and the role of each of these positions is set out below.

AHMF delegates can attend Management meetings as non-voting participants.

Ensure Club Guidelines be reviewed and updated at least yearly in time for the AGM.

Chapter 3 PRESIDENT'S RESPONSIBILITIES

The President is an elected officer of the Association and chair of the Management Committee.

INTRODUCTION

The President of the association is the "Manager" of QHMC and is required to ensure that the Association continues to function and advance to the benefit of all member clubs.

DUTIES

- Chair General Meetings.
- Chair Management Committee and Event Committee Meetings.
- Assign tasks to other Committee Members and other Delegates.
- Arrange the venues of all General Meetings including the Annual General Meeting.
- Liaise with like associations within the state to establish rapport and agree on joint principles of operation.
- Represent the association on formal occasions such as meetings with State Government Authorities, Companies, Commercial organisations, media or other official state bodies.
- Plan and develop the program of activities of the association.
- Ensure the entire committee performs their duties as required and in a timely manner.
- Be the “public face” of the association at major events organised by the Association.
- Arrange State / QHMC publicity in the media to enhance the awareness of the old vehicle movement and our Associations’ objectives among members of the public.
- Arrange State / QHMC publicity in the media of past and forthcoming events.
- Ensure the Association’s major events receive adequate publicity.
- Participate in interviews with the media as authorised by the Management Committee.
- Submit annual AHMF report 2 months prior to the AHMF AGM.

SKILLS

The duties to be performed by the President require basic skills generally acquired in the course of many personal and business duties.

- A thorough knowledge of the operation of the association, its objectives, Constitution & By-Laws, achievements and resources.
- An ability to speak with confidence.
- An ability to speak clearly and with confidence on the telephone.
- An ability to prepare Press Release style notices.
- Thorough knowledge of the state club movement and the SIVS registration system.
- An ability to utilise technology.

Chapter 4 VICE PRESIDENT'S RESPONSIBILITIES

The Vice President is an elected officer of the Association and a member of the Management Committee.

INTRODUCTION

The Vice-President of the Association should be considered to be the relief President. The Vice President should be completely familiar with the operation of the Association.

DUTIES

- Relieve the President as required in all aspects of the association including the chairing of meetings and representing the association on formal occasions.
- Prepare a Newsletter as required.
- Arrange for guest speakers or activities for the General Meetings.
- The Vice President will chair the election of officers during the AGM and will hand over chairmanship to the new President at the conclusion of the voting.
- An ability to utilise technology.

SKILLS

The duties to be performed by the Vice President require basic skills generally acquired in the course of many personal and business duties.

- A good knowledge of the operation of the association, its objectives, Constitution & By-Laws, achievements and resources.
- An ability to speak with confidence.
- An ability to speak clearly and with confidence on the telephone.
- An ability to prepare Press Release style notices.
- Thorough knowledge of the state club movement and the SIVs registration system.
- An ability to utilise technology.

Chapter 5 SECRETARY'S RESPONSIBILITIES

The Secretary is an elected officer of the Association & a member of the Management Committee.

INTRODUCTION

- The Incorporation Act and the QHMC Constitution require the association to operate under a defined set of rules and regulations.
- The Secretary performs or supervises most of those tasks necessary to meet these obligations.
- The Secretary is the focus through which all the business enters and leaves the association except as delegated by the Committee.
- To operate effectively, the Secretary must be aware of the duties and tasks assigned to all other Committee Members.

DUTIES

- Maintain knowledge of the Constitution and By-Laws.
- Manage the QHMC Office functions and arrange attendance.
- Complete and Submit Annual Return – Office of Fair Trading.
- Manage and record all correspondence Inwards and Outwards within the association and among Committee. Once approved by the President, the Secretary is to email these documents to the Web-Liaison Officer for inclusion with the minutes on the QHMC Website.
- Prepare Meeting Agendas (General and Management Committee meetings) in consultation with the President. Once approved by the President, the Secretary is to email these documents to the Web-Liaison Officer for inclusion with the minutes on the QHMC Website.
- Prepare Minutes of Management Committee, General Monthly and Annual General Meetings. Once approved by the President, the Secretary is to email these documents to the Web-Liaison Officer for inclusion with the minutes on the QHMC Website.
- Arrange regular and timely clearance of the QHMC mail box.
- Ensure the Membership Register is maintained (*Note – this task has been allocated to Membership Secretary/ Treasurer – though it remains the responsibility of the secretary to ensure it is completed.*).
- Ensure appropriate insurance policies for the Association have been effected each year.
- Maintain attendance book and the Common Seal.
- Conduct in Association with the Treasurer, a physical stocktake of fixed assets on hand at the 30th June each year, and at other times if required, and provide a written listing.
- All stock is to be valued at the lower of cost or net realisable value for inclusion in the Balance Sheet.
- Ensure Landlord receives annually a copy of the appropriate PLI Certificate of Currency.

CORRESPONDENCE PROCEDURES

- When contacting QHMC the clubs full name is to be used not initials.
- All correspondence into and out of the Association is to be made through the Secretary or as decided by the Committee on specific items.
- The Secretary is to respond to correspondence in writing and sent via electronic means (unless the President authorises mail to be posted) or initiate correspondence on behalf of the Committee / Association.
- All correspondence into and out of the Association shall be recorded and/or filed such that at any meeting the Secretary shall be able to report on the receipt, despatch or status of correspondence.
- A copy of all outgoing correspondence is to be retained on file.
- Items of an advertising nature need not be retained.
- The summary of the correspondence in and out since the previous Management Committee & General Meeting is to be made available, by the Secretary to Management Committee members at Committee Meetings, and Delegates at General Meetings.
- Records of inward and outward correspondence are to be filed electronically.
- Generally, the Secretary shall decide what incoming correspondence should be allocated to other members of the Committee for consideration and what action is to be taken.
- Given that some correspondence may have critical timing significance or involve the receipt of funds or payment of accounts, it shall be passed on promptly to the other members of the Management Committee as required and a note made of who might then be holding it and as to when a reply or other action is due.
- The Secretary shall arrange for the association mail box to be cleared regularly at a frequency of no less than approximately once per week.
- The Secretary shall act on behalf of the Association and use the Association letterhead for all formal correspondence and shall sign as the Secretary, or on behalf of the Management Committee, if the Management Committee has duly authorised the correspondence.
- The Secretary may sign other correspondence on behalf of other officers of the Association or other members of the Management Committee if so authorised.

- All correspondence distributed by delegates or visitors at QHMC Inc meetings **must** be approved by the majority of the management committee.

SKILLS

- A thorough knowledge of the operation of the QHMC, its objectives, Constitution & By-Laws, achievements and resources.
- An ability to speak clearly and with confidence on the telephone.
- An ability to prepare and manage correspondence electronically.
- Knowledge of the club movement and the SIVs scheme.
- Computer skills and knowledge of basic software applications are required.

Chapter 6 TREASURER'S RESPONSIBILITIES

The Treasurer is an elected Officer of the Association and a member of the Management Committee.

INTRODUCTION

- The Incorporation Act requires the Association to submit a report on its financial affairs over the past year to the Office of Fair Trading.
- The QHMC Constitution also requires the Treasurer to produce a financial report at the end of the financial year and that the Treasurer be able to provide a statement at any time - hence the need for a monthly statement.

DUTIES

- Manage the financial affairs of the Association in an orderly, professional and timely manner to ensure that the Association is able to meet its financial obligations as and when they fall due.
- Control and operate all bank accounts of the Association.
- Arrange transfers between accounts when necessary.
- Advise and recommend to the members on the financial issues of the Association.
- Advise the Management Committee or events Committee on matters relating to the financial affairs of the Association if required.
- Ensure that the Association complies with all the legal, statutory and other regulations of the day relating to its financial affairs.
- Organise the preparation of a financial statement at the conclusion of special events and ensure its accuracy.
- Conduct in association with the Secretary. a physical stocktake of fixed assets on hand at the 30th June each year and at other times if required and provide a written listing.
- All stock is to be valued at the lower of cost or net realisable value for inclusion in the Balance Sheet.
- Give a report at the Committee, General and AGM meetings.

SKILLS

- Computer skills and knowledge of spreadsheets and basic software applications are required.

MEMBERSHIP SECRETARY RESPONSIBILITIES TO BE COMBINED WITH THE TREASURER'S ROLE.

The Membership Secretary is an elected Officer of the association and is a member of the Management Committee.

DUTIES

- Maintain the Membership Register and email an updated spreadsheet to the Secretary on a regular basis.
- To give a report at General and Management Committee Meetings giving details of new clubs that have joined, Total Number of Affiliated Clubs, Total Number of Members in Affiliated Clubs and Number of Vehicles within Affiliated Clubs.
- Respond to membership inquiries within a week.

FINANCIAL PROCEDURES

- QHMC operates its financial accounts on a cash book basis.
- The procedures and records may be maintained using a Computer software package.
- Cash receipts book, supporting vouchers and summary of deposits to the bank account.
- Bank Deposit book.
- Summary of monthly receipts.
- Cash payment book, payment voucher file
- Bank statements for all the Associations accounts.
- Monthly bank reconciliations for all accounts.
- Fixed assets register.
- Currently the QHMC operates the following bank accounts:-
 - a) General Account.
 - b) Term Deposit Account 1.
 - c) Term Deposit Account 2.
 - d) Event Account.

Treasurer's Specific Tasks

- Prepare an operating and cash flow budget annually for the financial year - 1st July to 30th June.
- Accept monies due to the Association, prepare banking documentation and deposit monies promptly.
- Maintain a record of all deposits.
- Maintain a cash receipt book.
- Pay accounts owing by the Association in a timely manner.
- Ensure that the nature of the payment is relevant to the activities of the Association and that all supporting documentation is present and approved by the person responsible for the activity.
- Ensure that all payment vouchers are filed systematically in date order.
- Enter all payments in a cash spreadsheet and summarise all transactions monthly.
- Prepare bank reconciliation for all active bank accounts prior to each meeting (General and Management Committee meeting).
- Prepare a monthly Treasurer's report including a summary of receipts and payments, cash position, estimate of unpaid commitments and net funds position.
- Provide the Management Committee with a list of all payments made in the previous month, showing transaction numbers (if applicable), payee, amount and nature of the payment.
- The Management Committee **must** formally approve all payments.
- Prepare a proposed budget forecast prior to the AGM for presentation to the Management Committee.
- Recommend annually to the Management Committee a membership fee structure in line with the proposed budget.
- Prepare annual accounts of the Association and present a report to members at the Annual General Meeting.
- Submit accounts of the Association to the nominated Auditor for annual auditing before being returned to the Association.
- Auditor report to be presented at the Annual General Meeting for approval.
- If under the terms of the Incorporations Act the Association is a Large or Medium association (turnover or liquid assets >\$20,000) recommend the appointment of the Auditor to the Committee. With the Committee's approval the Treasurer will recommend the Auditor's appointment at the AGM.
- Prepare and submit a Tax Return each year if required by law.
- To perform their duties and, if not completed over a 2 months period, the Treasurer is to be given 1 month warning. Failing completion of duties the Treasurer is to be relieved of duties.
- If the Financial Report is questioned at any time, it is to be in writing to the QHMC President and then an arrangement made to attend at a special meeting with the Management Committee where the figures are discussed.
- If the Financial Position is required for a special occasion or a charitable donation, Delegates are to be advised of the details and funds entered into a special separate account.

Authorities

- All internet transactions must be formally approved by the Management Committee or Delegates at the first available meeting **before** preparation of the transaction.
- All authorisations require the signatures or dual internet authorisation of any **TWO** of the President, Vice President and Treasurer, (Vice-President if one person holds 2 positions)
- To sign authorisations jointly with either the President or Vice President.
- Monthly Treasurer's reports must be approved at the next General Meeting of members.

Requirements for Annual Financial Return

- Requirements for annual financial return to Office of Fair Trading is a tiered reporting system based on total revenue or assets of the Association:
- Large Associations, with at least total revenue or current assets of more than \$100,000, will continue to be fully audited.
- Medium Associations are those which do not fall into either Large or Small. They will not be required to provide fully audited statements but must instead have a registered accountant confirm that the books of the Association have been kept in a manner consistent with good accounting practice.
- Small Associations are those with total revenue of \$20,000 or less and current assets of \$20,000 or less. These Associations will only be required to lodge a statement by the Association's President or Treasurer, that they have kept accurate books of account.
- The lesser requirements for full Financial Audits for Medium and Small Associations is expected to make completing a financial return more simple for smaller clubs.
- Provide a Remuneration statement for all positions

Chapter 7 ASSISTANT SECRETARY RESPONSIBILITIES

The Assistant Secretary is an elected Officer of the association and is a member of the Committee.

DUTIES

- Under direction of the Secretary, assist the Secretary to perform any of the Secretary's duties.
- Act as the Secretary in the absence of the Secretary.

Chapter 8 WEB-LIAISON OFFICER RESPONSIBILITIES

The Web-liaison officer is an elected Officer of the Association.

There is no limit to the duration of the appointment of this position appointment.

The Web-liaison officer need not be a member of the Committee.

INTRODUCTION

QHMC operates an Internet web site – www.qhmc.net.au.

The QHMC Events calendar is to include events of QHMC Affiliated Member Clubs only – unless otherwise authorised by the QHMC Committee. (An example of an event on the calendar and not organised by a QHMC member club is RACQ Motorfest.)

DUTIES

- Update the QHMC Website as required, within 1 week of receipt.
- Update the QHMC Event Calendar to show events, within 1 week of receipt
- Past events to be deleted from the QHMC Event Calendar within 1 month of the Event conclusion.
- Obtain the details of Events raised at General and Committee Meetings, and add to the QHMC Event Calendar within 1 week of the meeting. (Note this is to be emailed to the Webmaster by the Management Committee).
- Upload relevant reports of activities, e.g. Minutes of Meetings.
- Minutes of the General Meeting are to be loaded onto website within 1 week or receipt from the Management Committee.
- Remove all old or outdated material.
- Pass on any Email queries to the appropriate QHMC committee member.
- Provide regular reports to the Management Committee on the status of the Website.
- To maintain website skills to an acceptable level.
- Two Members to control the Website.

INTERNET PAGE CONTENT

The Website must be truthful, polished and not liable to legal challenge on matters of fact or copyright. Minutes of General Meetings and other reports should be in a form that is easily downloadable, readable and preferably in a PDF format.

TIME REQUIRED

The Internet Web-liaison officer could be expected to spend approximately 1 to 2 hours a month maintaining the web site.

Chapter 9 TMR (Transport and main Roads) LIAISON OFFICER'S RESPONSIBILITIES

The TMR Liaison Officer is an elected Officer of the Association and is a member of the Committee.

INTRODUCTION

- QHMC regularly liaises with TMR.
- The role of this position is to be QHMC's representative on all discussions.
- This role is not to set or agree on policy but just to act as a conduit for face to face communication with TMR.

DUTIES

- Attend monthly QHMC General & Committee Meetings and to contact TMR when necessary with questions raised by Delegates.
- Advise QHMC meeting of issues raised by TMR and other motoring organisations.
- Keep the Management Committee informed of issues raised.
- Report to General Meetings on issues discussed or potential issues to be raised at the meetings with TMR.
- Be QHMC's point of contact for Department of Transport and Main Roads staff.
- The TMR Liaison Officer is not authorised to make any agreements with representatives of TMR unless specifically authorised to agree to a proposal approved by a General Meeting of the QHMC.

REQUIRED ABILITIES

The ability to communicate information from TMR to QHMC and from QHMC to TMR.

TIME REQUIRED

11 General meetings per annum (4th Thursday night of the month, excluding December) & Regular Meetings with TMR and the time required to collate information from these meetings and deliver the information to the General meetings.

- Assist member clubs with enquiries throughout the month.
- Assist the Management Committee in the preparation of proposals to TMR.

Chapter 10 QHMC-RMVSG (Recreational Motor Vehicles Safety Group) OFFICER'S RESPONSIBILITIES IF APPLICABLE

The RMVSG - TMR Liaison Officer is an elected Officer of the Association and is a member of the Committee.

DUTIES

- Attend monthly QHMC General Meetings as well as regular meetings with RMVSG.
- Advise QHMC meeting of issues raised by TMR and other Motoring Organisations at the RMVSG Meetings.
- Convey QHMC proposals and views to TMR at the RMVSG meetings.
- Seek QHMC's positions on issues flagged to be discussed at these meetings.
- To keep the Management Committee informed of issues raised at RMVSG meetings.
- Report to General Meetings of issues discussed & potential issues to be raised at the meetings with TMR.
- Be QHMC's point of contact for Department of Transport and Main Roads staff.

REQUIRED ABILITIES

The ability to communicate information from RMVSG to QHMC and from QHMC to RMVSG.

TIME REQUIRED

11 monthly General meetings per annum (4th Thursday night of the month, excluding December) & regular meetings with RMVSG and the time required to collate information from these meetings and deliver the information to the General meetings.

Chapter 11 MEMBER CLUB DELEGATE'S RESPONSIBILITIES**DUTIES**

- Attend monthly QHMC Meetings (Except December) and represent the views of the Affiliated Member club they represent.
- Advise of their Clubs position in items raised at QHMC meetings.
- Seek advice from the Club they represent with regard to the items to be raised at the QHMC meetings.
- Seek their Club's positions on issues flagged to be discussed at these meetings.
- Keep their Club's Management Committee informed of issues raised at QHMC meetings.
- Advise the general membership of the Club they represent, of issues raised at QHMC meetings.
- Provide information to the Club Newsletter Editor relating to important items arising from discussions at QHMC meetings that would be of interest to the wider Club membership.
- Ensure they receive General Meeting Minutes by the 15th day of each month except December.

WHO SHOULD BE A CLUB DELEGATE?

- An active member of an Affiliated club with a strong interest in the historic vehicle movement.
- A regular attendee at QHMC General Meetings.

REQUIRED ABILITIES

The ability to communicate information from the Member Club to QHMC and from QHMC to their Club members.

TIME REQUIRED

11 General meetings per annum (4th Thursday night of each month excluding December) and the time required to collate information from these meetings and deliver the information to their Club members at meetings and in their Club magazine.

Chapter 12 AHMF (Australian Historic Motoring Federation) DELEGATE'S RESPONSIBILITIES

AHMF delegates are elected Officers of the Association and are members of the Committee.
QHMC is entitled to 3 AHMF Delegates to AHMF AGM and Conference.

DUTIES

- Attend AHMF Annual General Meeting and Conference and represent the views of QHMC.
- Attend AHMF Teleconferences.
- Present and support QHMC agreed items for the AHMF agenda and at the AHMF meetings.
- Seek advice from QHMC meetings and Management Committee with regard to the items raised by the AHMF Management Committee.
- Liaise with like Associations within the state and in other states to establish rapport and agree on joint principles of operation. For example, joint sharing of information, joint submissions to state and national bodies where appropriate, collaboration on promotional activities or purchasing arrangements.
- Correspond with the AHMF Management Committee on national matters raised at QHMC meetings.
- Keep QHMC Management Committee and General Meetings attendees informed of issues raised either at AHMF meetings or through the AHMF management committee.
- Provide a Quarterly Report to AHMF – due 31st March, 30th June, 30th September and 31st December annually.

WHO SHOULD BE AN AHMF DELEGATE?

- An active QHMC Affiliated Club Delegate with a strong interest in the National Historic Vehicle Movement.
- A regular attendee at QHMC General meetings.

REQUIRED ABILITIES

The ability to communicate information to the AHMF from QHMC and from the AHMF to the QHMC.

TIME REQUIRED

The AHMF delegates attend 11 QHMC Committee & General meetings per annum (4th Thursday Night each month except December)

Attendance at the AHMF 2-3 day AGM and the time required to collate information from these meetings and deliver the information to the AHMF & QHMC meetings.

AHMF COMMITTEE POSITIONS

Should a QHMC Delegate be elected to an AHMF Committee position. they are to be retained as Delegate for their club.

Chapter 13 ADDITIONAL QHMC POSITION RESPONSIBILITIES**TEA PERSON Optional**

- Purchase Tea, Coffee, Milk and Biscuits to ensure sufficient supply for monthly meetings.
- Prepare & serve tea & coffee & serve at monthly meetings.
- Clean up tea and coffee cups etc. after the meeting.

Chapter 14 MEETING PROCEDURES**GENERAL MEETINGS, COMMITTEE MEETINGS, & ANNUAL GENERAL MEETINGS.****AGENDA**

An agenda is to be prepared by the Secretary in consultation with the Chairman of the meeting and it is to be emailed to the Chairman.

TAKING OF MINUTES (General Meetings, Committee Meetings, AGM plus other Meetings as required)

- The minutes of Committee Meetings are to be distributed to Committee members only; these minutes are to be emailed to all Committee members. Given the sensitive nature of some business transacted in Committee Meetings, these minutes are not to be published on the Website. Committee Minutes of all meetings shall be retained and filed on the QHMC Secretarial computer.
- If Management Committee minutes are questioned at any time it is to be in writing to the President and arrangement made to attend a committee meeting for discussion.
- Minutes of the meeting are to be made against all items on the agenda and other items that may be raised under General Business.
- The minutes of the Annual General Meeting and General Meetings are to be made available to all members upon request, within reason, and are to be emailed to the Web-liaison officer to allow them to be published on the Associations website within 2 weeks of the meeting and distributed via email to all clubs and delegates.

- It is the responsibility of the person who is Secretary at the commencement of the Annual General Meeting to continue recording the proceedings of the Annual General Meeting, and to produce minutes of the meeting even though the position of Secretary has been declared vacant.
- To assist in the minute taking it is most useful for speakers to identify themselves by, giving their name and the club they represent.

AGENDA ITEMS

All Agenda Business items are considered before other General Business or non-specific Agenda items are introduced.

GENERAL BUSINESS

- It is most desirable that meetings are structured to ensure that all business is addressed before the other activities are commenced.
- The normal protocol is that the Chairman does not move or second a motion, unless it is a direction from his/her Club, but can vote as a delegate and has a casting vote to resolve a tied vote.

GUEST SPEAKERS

- Where a guest speaker is available, he/she is to be advised of the time that he is expected to begin and the time available for them to speak.
- On the day, it may be expedient to defer non-essential items until after the guest has spoken.

Chapter 15 EVENT CALENDAR

QHMC coordinates the calendar of events on the QHMC website.

QHMC outlines the timing of Major Event activities throughout the year of a number of (Affiliated) Incorporated Clubs.

- Member Clubs advise the Secretary in writing of proposed event and dates.
- The Secretary is to email events and event flyers of affiliated clubs onto the Webmaster to enter onto the website.
- Event information be forwarded direct to the Webmaster via email.
- Six (6) Months prior to Event

CHAPTER 16 QHMC OVERALL MANAGEMENT TIMETABLE

OVERVIEW

- Each year the QHMC Management Committee need to undertake a number of regular tasks or activities to ensure the smooth running of the council.
- This section of the Operational Guidelines identifies the timelines for these activities.
- The following table details the timing of the QHMC Management tasks and activities regularly undertaken.

WHEN	ACTIVITY	TIMING/WHO
Weekly	Clear mail box- and distribute as applicable	Secretary (or nominated committee person)
Weekly	Update Club Email addresss & member list	Within 1 week of advice and at receipt of annual affiliation form- Membership Secretary/ Treasurer
Weekly	Forward new membership applications/ inquiries to the Secretary & President	Within 1 week of receipt – Membership Secretary
Weekly	Update website for news minutes and articles	Within 1 week of receipt/ maximum 2 weeks after meetings- Web-Liaison Officer
Weekly	Event Calendars <ul style="list-style-type: none"> • Ensure new events do NOT clash with or adversely affect existing events on the QHMC Calendar. • New Events within one week of advice of new event. • Delete within 1 month of event conclusion. 	Within 1 week of receipt – Web-Liaison Officer
Weekly	Respond to new membership application inquiries	Within 1 week of receipt – Membership Secretary

WHEN	ACTIVITY	TIMING/WHO
Monthly	Provide Secretary with monthly financial report	Within 1 week of receipt – Treasurer
Monthly	Conduct General Meetings	4th Thursday of the month except December
Monthly	Publish Draft General Meeting minutes and the next months Agenda	By the 15th day of each Month except December Secretary
Monthly	Update website with General Meeting minutes	Within 2 weeks of General Meeting approval- Web-Liaison Officer
Monthly	Conduct Management Committee Meetings	Within the first week of the month agreed to by the Land Lord
Monthly	Document Management Committee Meeting minutes	Within 2 weeks of committee meetings - Secretary
Regularly	Publish Newsletter as required	Vice- President
Regularly	Update website with the current Newsletter	Within 1 week of receipt – Web-Liaison Officer
Regularly	AHMF delegates report to QHMC	As Required - AHMF delegates
Regularly	Check Maturity of Term Deposit	Treasurer
January	Advise Affiliation clubs of NMHD date	QHMC Committee
January onward	Call for Robert Shannon Foundation Trust fund applications	General meeting & minutes (clubs to submit by 1st April)- QHMC Committee
January onward	Book flights for AHMF AGM	Book flights once cheap fares available- AHMF delegates
March	Call for RSF Trust applications	February meeting minutes- QHMC Committee
April	Access, endorse the Robert Shannon Foundation Trust Applications	April committee meeting- Management Committee Note- if applications received after meeting and before 1st April a special committee meeting will be required
1st May	Robert Shannon Foundation Trust grants to be received by the trust for assessment	Management committee to ensure applications are with the trustees PRIOR to 1st May
May	Finalise AHMF Agenda submission-closing date & Presidents Report by Approx 1st June	Management Meeting
June	Distribute position nomination forms	With May General Meeting minutes- Secretary
June	Distribute notice of QHMC AGM in September and post on Notice board	With May General Meeting minutes Secretary
1st June	List Inventory Items	Committee
June	develop draft budget (required June prior to settling the affiliation fees)	June Management Meeting- Treasurer
June	Set affiliation fees for next financial year	June management meeting (confirm at July general meeting)
June	Develop next years recommended action plan	Management Committee
June	Check Nomination Form	Management Committee
June on Years ending with 0 or 5	Revise Constitution, By-Laws and Operation Guidelines	Management Committee

WHEN	ACTIVITY	TIMING/WHO
1st July	Prepare and distribute Renewal & Affiliation Forms	Prior to AGM, Secretary, Membership Officer & Treasurer
1st July	QHMC Financial Year from 1st July - 30th June	QHMC Management Committee
July	Archive Minutes and Correspondence from previous year	Secretary
July	Prepare financial report for auditor	Treasurer
July	Arrange audit of the QHMC Prepared accounts	Treasurer
July	Confirm affiliation fees for the next financial year	July General Meeting
September	Change bank signatories fill in bank forms at AGM and submit with AGM Meeting Minutes within 3 weeks of AGM	After AGM- New Committee
September	Pay AHMF Affiliation Fee	September General meeting Treasurer
September	Archive Financial & Audit books	Treasurer
September/October	Fill in & Submit OFT Affiliation Form	Within 2 weeks of AGM New Committee/ Secretary
September/October	Review Draft Budget	Treasurer
September	Public Liability Insurance Quotes	Details to be provided to all Committee members- Secretary
October	Public Liability Insurance- agree on company-payment required	Agree on insurer- Management Committee ; renewal to be completed- Secretary ; payment- Treasurer
October	Review risk management policy	Annually after AGM Management Committee
October onwards	QHMC affiliation reminders to be sent to all overdue clubs (due 30th Sept - unfinancial 30th Nov)	Email relevant club Secretaries, Presidents & Treasurers- Membership Officer
October	Authorise Prostate Cancer Foundation Donation	General Meeting
November	Review & Arrange food for the November Meeting	President/Vice President

Chapter 17 RISK MANAGEMENT POLICY

1. POLICY

This Policy has been prepared to —

- (a) Comply with the Queensland Workplace Health and Safety Act 1995 as amended and other statutory requirements; and
- (b) Reduce potential risk of injury to members and visitors while participating in activities of the club.

Disclaimer:

- While every effort has been made to identify risk management issues, members of the club do not accept any responsibility for any errors, omissions or inaccuracies in this document.

- **Members and visitors are responsible for assessing their own physical capacity when choosing to participate in any arranged activities.**

2. PROCEDURES

To minimise potential risk of injury to members and visitors, the Management Committee will ensure that the following procedures are observed —

(A) Activities (General and Sub-Group Meetings, Tours, Visits)

- Maintain a record of all persons attending in line with current Government Regulations.
- Good food hygiene is practiced.
- Compile as required an objective incident/injury report for submission to the subsequent meeting of the Management Committee.
- Report incidents/accidents/injuries to the QHMC Insurance provider where insurance claims are likely.

(B) Meeting Venues

- When required, the venue is certified or licensed as an approved meeting place.
- Locations of exits, emergency evacuation procedures and assembly points are made known to all present.
- Power leads with twelve month regulation tags, microphone cables are properly secured and covered, providing clear, safe walkways, and all equipment is secured.

(C) Activities/Tours

- All activities and tours are approved beforehand by the Committee.
- A member is appointed to co-ordinate each activity.
- Duty-of-care is undertaken in selecting transport of a type and standard suitable for the duration and needs of participants.
- Public transport providers shall be licensed and explain the procedures to be taken in case of emergency.
- All vehicle used are registered for the proposed use.
- Prior to any activity, full details of special requirements, e.g. suitable and/or protective clothing, protective eyewear, headgear and/or footwear, degree of difficulty, and special access arrangements are to be made known.

3. OTHER ISSUES

- The club will comply with privacy legislation.
- Future issues related to hazard identification, risk assessment and risk management will be addressed as they arise.
- This policy will be reviewed at least once a year at the 1st meeting after the AGM and other times as the committee considers fit.

Chapter 18 WEB MANAGEMENT

- QHMC will maintain a presence on the internet.
- QHMC will maintain a current website that will be updated with current information and news at least once per month.
- QHMC will use the Domain Name "ghmc.net.au". The domain name is currently registered through Australian Websites. Contact with Australian Websites can be made by email: Info@australianwebsites.com. Godaddy host the QHMC website – URL = <http://godaddy.com.au/>
- While the Web-Liaison Officer is responsible for ensuring the web presence is available and is kept up to date, it is the Committee's responsibility and role to provide the information to the Webmaster to publish.
- The Management Committee will decide what information is to be published on the website. They will provide the information and proposed layout & navigation to the webmaster together with a date by which the information is to be published.
- The Web-Liaison Officer will publish and test access to the data and advise the Committee when published.
- The responsible person on the committee will then access the website to ensure the published information is correct.
- They will then advise the web-Liaison Officer that the new information is acceptable or not.
- **The QHMC website is NOT to be hosted by an overseas provider.**
- The old website domain name of "QHMC.ORG.AU" will be retained **BUT NOT** used.

QHMC Email Accounts

- QHMC will maintain a number of ghmc.net.au mail accounts.
- The Webmaster will set these accounts up and manage passwords, however it is the responsibility of the members of the Committee to manage the mail sent to and from these accounts.

Currently the ghmc.net.au mail accounts are:

president@qhmc.net.au
secretary@qhmc.net.au
treasurer@qhmc.net.au
webmaster@qhmc.net.au

Chapter 19 SPECIAL INTEREST VEHICLE SCHEME (SIVs)

As per the State Government Guidelines, see the TMR web page

<https://www.qld.gov.au/transport/registration/fees/concession/special-interest/restrictions>

Penalties

- If you use your vehicle outside of the conditions of the special interest vehicle concession, you will face a fine or risk having your concession revoked.
- You may also risk serious insurance implications if your vehicle is involved in a crash whilst being used contrary to the conditions of the concession scheme. If there is damage to your vehicle, yourself or others your compulsory third party insurance and comprehensive insurance may become null and void.

Chapter 20 REGISTERING A VEHICLE UNDER THE SIVS CONCESSION

Complete the registration concession application [F3937] (<https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3937>) and take it to a TMR Service Centre.

Club membership - You require evidence, at the time of application, of current membership with a Queensland **incorporated** vehicle club or Incorporated Association to be eligible for this concession.

This membership must be maintained while the vehicle is registered under the SIVs scheme.

Your incorporated club can provide evidence of your current membership, which needs to:

- be on club letterhead.
- include details of your vehicle (make, model, year and chassis number).
- be signed by an Incorporated Club official.

Vehicles other than historic ambulances and fire-fighting equipment vehicles must be registered in the name of the incorporated club member (individuals only). However, the Department of Transport and Main Roads may also approve incorporated historical societies with a recognised interest in vehicle heritage to register eligible vehicles under the scheme. Such applications are considered on a case-by-case basis. Contact your nearest transport and motoring

Customer Service Centre (<https://www.qld.gov.au/transport/contacts/centres/index.html>) or
QGAP office (<http://www.qld.gov.au/about/contact-government/contacts/government-service-offices/>),
Magistrates Court (<http://www.qld.gov.au/law/court/courts/courthouse-locations/>) or
local police station (http://www.police.qld.gov.au/station-locator/station_locator.asp)
that provides vehicle registration services for more information.

• Historic Dating & Membership Certificate

- Proof Club membership and Dating Certificate have been combined into the one form - Refer QHMC website - www.qhmc.net.au or the sample on page 15

• Historic ambulances and fire-fighting equipment vehicles (no age limit) —proof of eligibility

- There is no age restriction for historic ambulances and fire-fighting equipment vehicles.
- To be eligible for registration under the Special Interest Vehicle Registration Concession Scheme, historic ambulances and fire-fighting equipment vehicles must be registered in the name of one of the following.
- An incorporated fire brigade.
- An incorporated ambulance service.
- A current member of an incorporated ambulance historical society or fire brigade historical society (proof of this membership is required on Club letterhead or other official documentation).
- A current member of an incorporated vehicle club if vehicle is 30 years of age or more (proof of this membership is required on Club letterhead or other official documentation).

Club membership exemptions

- If you live in a remote area you may be eligible for an exemption from the incorporated club membership requirement.

- All exemptions will be considered on a case-by-case basis. Contact your nearest transport and motoring Customer Service Centre (<https://www.qld.gov.au/transport/contacts/centres/index.html>) or QGAP (<http://www.qld.gov.au/about/contact-government/contacts/government-service-offices/>) Magistrates Court (<http://www.qld.gov.au/law/court/courts/courthouse-locations/>) or local police station (http://www.police.qld.gov.au/station-locator/station_locator.asp) that provides vehicle registration services for more information.

IMPORTANT – All available numbers associated with a vehicle should be recorded at time of purchase.

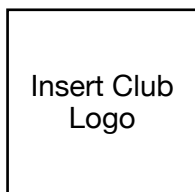
- TMR did not commence recording chassis numbers until 1988 so all engine numbers should be recorded even if motor is seized and may be disposed of.
- Note that even the proof of previous registration is not sufficient if the vehicle does not comply with standards set for vehicles of the particular era. Such information is available via searches on the internet. Vary your searches until you find the information you require or consult either your Car Club or one that fosters membership of your type of vehicle.
- This guide is not complete though it may assist in the registration process. The more you qualify your statements and the more information you can supply, the less chance you will have of the vehicle being denied registration.
- Collate pertinent information as to the vehicle's original identification. This includes the identification numbers and location of same. If you are unsure of locations then check a workshop manual and consult other car club members.
- Ensure the numbers you record are the actual identification numbers. ie; Engine & Chassis numbers
- Obtain all documentation from previous owners including details of when vehicle was imported into Australia even if it just shows "Prior to 1988" and any signed and dated receipts.
- If these documents are unavailable "Statement of Acquisition" needs to be filled out see Appendix 6
- If there are few or no documents available, ask the previous owner if they have old photographs of the vehicle that also depict the registration number. These may be the key to proving previous registration, particularly interstate.
- Mark on back of the copy. *"Copied from original photograph obtained from....."* If you have access to a JP, you could also have the JP certify, *"This is to certify this is a true copy of an original which I have sighted"*.
- Detail the work you have put into restoring the vehicle including if possible photos of the vehicle prior to, during and after the restoration.
- If the vehicle was last registered many years ago, if at all then a time log may be pertinent to proving the history of the vehicle.

Important Note

- If you are seeking to register your vehicle with the SIVS (Special Interest Vehicle Scheme) registration, your vehicle must be inspected by a "Dating Officer" of an Incorporated Car Club who will issue you with a "Historic Dating & Membership Certificate" to prove the vehicle is over 30 years of age and you are a member of that Club.
- If you still experience difficulties in registering a vehicle then contact your Car Club who may seek assistance from Queensland Historic Motoring Council – tmr@qhmc.net.au

Chapter 21 HISTORIC DATING & MEMBERSHIP CERTIFICATE

The QHMC has discussed the dating certificate (page 15) with TMR and both parties have agreed to use and recommends the Historic Dating and Membership Certificate below. This must incorporate the registered clubs name with Office of Fair Trading and also include the Clubs Incorporation Number.



**QUEENSLAND SPECIAL INTEREST VEHICLE SCHEME
CLUB INCORPORATED NAME AND INCORPORATION No
HISTORIC DATING AND MEMBERSHIP CERTIFICATE**



Registered Operator's details

Name/s

Address

.....Postcode

Vehicle details

MakeSeries / Model

Body styleYear of manufacture (if known)

VIN/Chassis No.....Engine No.....

Registration Number (if registered or previous number if known)

Club details

Club name

Membership/Receipt

No.....ClubAddress.....

Declaration

Icertify that the above information is correct, that I am, and **will** remain, a member of a Historic Vehicle Club incorporated in Queensland while this vehicle is registered under the Queensland Special Interest Vehicle Scheme (SIVS) concession. I also agree to abide by the current Special Interest Vehicle Scheme (SIVS) registration guidelines as set out on the QLD Department of Transport and Main Roads website (as updated from time to time. www.tmr.qld.gov.au)

Registered Operator's Signature Date

Signature of WitnessDate

Name of Witness

Dating Officer's Declaration

I,, as a Dating Officer appointed by (club name) certify that the above vehicle meets the registration requirements of the Queensland Special Interest Vehicle Scheme as set out on the Department of Transport and Main Roads website at this date.

☐ Vehicle inspected:- In person

Photograph and Documentation

☐ I have confirmed/sighted proof of current financial membership.

Dating Officer's signatureDate

Dating Officer's contact number

Chapter 22 DATING OFFICERS

- QHMC does **not** have a **Dating Officer**.
- Each Club should appoint as many Dating Officers as required to cover the club's geographical area.
- A dating officer cannot issue a dating certificate on their own vehicle/s.

Dating Officers

- The Dating Officers should be experienced club members with a good general knowledge of the historic vehicle movement.
- They should fully understand the SIVS guidelines and the procedures for registering a vehicle.
- Ideally, a Dating Officer should be able to identify the build year of any vehicle eligible for club membership.
- For single make or model clubs.
- Dating Officers would normally know this type of information, however, for multi make vehicle clubs dating officers are not expected to be immediately able to identify the year of manufacture of all vehicles.
- Dating Officers for multi make clubs will be expected to be able to research on the internet or library or by contacting club members familiar with the particular model vehicle to be dated. He or she would then confirm the year of manufacture.

Dating Certification Process

- The Dating Officer must confirm that the person requesting a dating certificate is a current financial member of the Incorporated Club.
- The Dating Officer should then arrange to inspect the vehicle at a mutually suitable location and time.
- Once the Dating Officer is confident of the year of manufacture of the vehicle, for which he or she has been asked to provide a Historic Dating and Membership Certificate, then the Dating Officer will check the vehicle to ensure that it generally conforms to the manufacturer's specifications (i.e. is not an old body placed on new running gear or hasn't been "hot-rodged" etc.).
- The Dating Officer must be satisfied that the vehicle generally conforms to the manufacturer's specifications and that any obvious modifications are either blue plated or were carried out over 30 years ago.
- The Dating Officer should inspect the VIN/chassis and or engine numbers of the vehicle for which the certificate is being issued to ensure that the Dating Officer is inspecting and certifying the correct vehicle.
- The Dating Officer can then enter all the details on all pages of the Historic Dating and Membership Certificate (*sample included in this Operations Guideline book on page 15*).
- The Dating Officer must get the applicant to sign both the page to be submitted to Department of Transport and Main Roads.
- It is recommended, the Dating Officer provides the vehicle owner with a current copy of the SIVS Document.
- The Dating Officer is to ensure that the applicant understands the rules for vehicle usage and club membership requirements of the SIVS concessional registration scheme.
- The Dating Officer is to maintain a record of inspected SIVS vehicles.

General Issues

- The Historic Dating and Membership Certificate should only be issued based on photographs of the vehicle; or a physical inspection of the vehicle must be performed.
- It is not unreasonable for the club to recover all out of pocket expenses involved in issuing Historic Dating and Membership Certificates, however Clubs should **not** charge (with a view to making a profit) for issuing a Historic Dating and Membership Certificate.
- The QHMC recommends that clubs **do not** issue a Historic Dating and Membership Certificate to new members on the day that the new member joins the club.
- The QHMC view is that clubs should try to encourage members to be part of the old vehicle movement and **not** use the movement just as a means for enabling people to obtain cheap registration (SIVS) for vehicles over 30 years old & Omnibuses over 25 years old.

Chapter 23 DATING OFFICER'S RESPONSIBILITIES

INTRODUCTION

- The Vehicle Dating Officer of the Club is responsible to certify the date of manufacture of the Club member's vehicles for registration under the Queensland Transport SIVS rules.
- The Dating Officer/s is/are appointed by the Committee.
- Normally all or any of the President, Vice President, Secretary, and Treasurer are appointed as the Vehicle Dating Officers.

- There is no limit to the number and duration of the appointment/s of the position but it would normally be reviewed annually.

DUTIES

- Inspect member's vehicles to insure that they are substantially standard.
- Inspect member's vehicles to identify the date of manufacture.
- Issue Club Dating and membership Certificates.
- Maintain a record of Dating Certificates issued.

Chapter 24 APPENDICES**APPENDIX 1****SAMPLE AGENDA – MANAGEMENT MEETING****QUEENSLAND HISTORIC MOTORING COUNCIL Inc.****AGENDA for MANAGEMENT COMMITTEE MEETING (Date)****Condition of Entry**

OPENING. The President declared the meeting open at----- (Time)

Welcome everyone and thanked them for their attendance.

Have you all signed the attendance book?

Present**Apologies****Secretary Report Business** Presented by the Secretary

The President and The Secretary to sign Minutes of the General Meeting which were passed at the last (recent) General Meeting.

President to check minutes from previous committee meeting. President & Secretary to sign

Check Draft Minutes of the recent General Meeting before emailing to all affiliated club secretaries and delegates who QHMC have contact details for.

Check Agenda for next month General Meeting before emailing to all affiliated club secretary and delegates who QHMC have contact details for.

Business arising from previous minutes; to be discussed

Correspondence received – discuss includes phone calls, emails, postal letters and Draft letters if necessary for reply.

Treasurer's Report Business Presented by the Treasurer's

State Bank Balance and enquire if any accounts received for payment and to be discussed and approved before ratification, **before** Transactions are signed by 2 people.

Membership Secretary

Other Reports Check with rest of Committee ie; Web-Liaison Officer, AHMF, TMR Liaison Officer.

Newsletter items for discussion.

Check Monthly to do in the Overall Management Timetable**General Business**

Up-coming Events any notification of coming events to be added to the Agenda for the coming meeting.

Next Management Committee Meeting (date) state Venue and Time.

Hope to see you on the **(date of the next general meeting)**.

Thanks for your attendance, patience and input. Safe travel home.

Close As no further business to be discuss.

THE MEETING CLOSED AT (Time)

APPENDIX 2**SAMPLE AGENDA – GENERAL MEETING****QUEENSLAND HISTORIC MOTORING COUNCIL Inc.****AGENDA for GENERAL MEETING (Date)****Conditions of Entry****PLEASE ARRIVE 7.15pm FOR 7.30pm START****There is to be NO RECORDING of the meeting by the delegates.****There is to be NO INTERJECTIONS during the meeting. PLEASE raise your hand.****OPENING.** The President declared the meeting opened at -----pm.

Welcome everyone and thanked them for their attendance.

Have you all signed the attendance book ?

Present**Apologies****New Delegates****Visitors****Guest Speaker****SECRETARY REPORT** Presented by the Secretary.

That the draft minutes of the previous meeting (date) were emailed and distributed prior to the meeting to all club secretaries and delegates who QHMC had contact details for.

Any Corrections or Amendments ?.

That the minutes of the General Meeting held on the (date).be accepted and confirmed as a true record of the meeting.

Moved by**Seconded by****Carried.****Business arising from the Minutes** will be discussed throughout the meeting.**CORRESPONDENCE** Inward and Outward from (date of previous meeting to the current meeting).**SEE ATTACHMENT** The Secretary advise of the correspondence that has been received, and explains where necessary.

That the inward correspondence be received and the outward correspondence be endorsed .

Moved by (The Secretary).**Seconded by****Carried.****Business Arising from the Correspondence** will be discuss throughout the meeting.**TREASURER'S REPORT** Will be presented by the Treasurer, for the previous Month.The Treasurer will state the General Account. Special Account and Petty Cash opening and closing balances and detail the accounts for payment to be ratified and approved for payment also the current bank balance. Term Deposit balances will be advised. The Treasurer's books are available for viewing at meetings**Moved by** (The Treasurer)**Seconded by****Carried****Business Arising from the Treasurer's Report** will be discuss now (Term Deposit).

MEMBERSHIP REPORT Presented by the Membership Secretary

.....Affiliated clubs with a total ofmembers withvehicles.

(State if any new clubs or have not received details or if any Affiliation Fees are due).

WEB-LIAISON REPORT Presented by the Web-Liaison Officer.**AHMF. REPORT** Presented by the AHMF Delegate.

Offer to nominate a young member of an Affiliated club aged between 15-30 Years Old and who is restoring a vehicle for The Robert Shannon Foundation Trust. Application form available on QHMC Website and returned to the QHMC Committee by the 1st April Annually .

National Motoring Heritage Day is on the 3rd Sunday in May Annually.

TMR REPORT Presented by the TMR Liaison Officer.**QHMC EVENT REPORT****GENERAL BUSINESS.**

When contacting QHMC please state the Club full name (not initials) to ensure the Secretary knows which club to reply to.

ALL Correspondence distributed by delegates or visitors at QHMC meetings **MUST** be approved by the majority of the Management Committee.

If your Club has NOT received the Minutes or the Agenda by the 15th Day of the month, please contact the QHMC President

UPCOMING EVENTS FOR THE NEXT 6 MTHS (for Affiliated Clubs)**NEXT GENERAL MEETING (date).**

Will be held at the Veteran Car Club Rooms (1376 Old Cleveland Road Carindale Qld 4152) at 7.30pm

Thanks for your attendance, patience and input Safe travel home.

Look forward to see you on the (date).

CLOSE As no further business to be discussed.

THE MEETING CLOSED AT (Time).

APPENDIX 3SAMPLE AGENDA – ANNUAL GENERAL MEETING**QUEENSLAND HISTORIC MOTORING COUNCIL Inc.****AGENDA for ANNUAL GENERAL MEETING (Date)**

OPENING The President declares the meeting opened atpm.

Welcome everyone and thanked them for their attendance.

Have you all signed the attendance book?

Present

Apologies

New Delegates

Visitors

Any Nominations or Proxies forms to be given to the Secretary?

The Secretary has provided the meeting with a list of Financial Affiliated clubs with delegates.

The Secretary advise that QHMC has a Public Liability Insurance of \$20,000,000-00 cover and effective, with (name Company). (Date)

SECRETARY REPORT Presented by the Secretary.

That the draft minutes of the previous AGM (Dated of the previous year) were emailed and distributed prior to the meeting to all club secretaries and delegates who QHMC had contact details for.

Any Corrections or Amendments?

That the minutes of the Annual General Meeting held on the (date) be accepted and confirmed as a true record of the meeting.

Moved by

Seconded by

All in favour

Against

Carried

Business Arising from the Minutes.

CORRESPONDENCE Inward and Outward from (date of previous AGM).

The Secretary advise of the correspondence that has been received and explains.

That the inward correspondence be received and the outward correspondence be endorsed.

Moved by (The Secretary).

Seconded by

All in favour

Against

Carried

Business Arising from the Correspondence.

REPORTS from the Committee-President, Secretary, (Optional Vice-President).

Reports presented (see attachments).

TREASURER'S REPORT Presented by the Treasurer's (Name).

Annual Financial Report presented with Comparison to the Previous Year Financial Report from the 1st July to 30th June for both years. Explanation given where necessary. Term Deposits interest advise along with amount invested, rate and maturity date. Auditor's Report is also read. Remuneration report, Nil for all Positions. Any Questions? That the Annual Financial Statement & Auditors report be adopted.

Moved by (The Treasurer)

Seconded by

All in favour

Against

Carried

GENERAL BUSINESS

President states current and future Affiliation fees

ELECTION OF OFFICERS

President appoints the Vice-President to act as the Returning Officer for the election of the New Committee as per the Constitution, and thanked the past Committee for their work in QHMC.

PRESIDENT DECLARES ALL COMMITTEE POSITION VACANT and request the Secretary to remain to take the minutes to record the election results as stated in the Constitution.

2 aduticators are then nominated and named, if required.

VICE-PRESIDENT takes the chair and advised that Nominations have been received prior to the AGM as per Constitution. Vice-President then addresses the meeting. Have received Committee Nomination Forms (state Clubs name) and all positions signed and dated by a QHMC delegates.

Vice-President reads out each position stating the Nominee name, Proposed by, then Seconded by, the name of the person who has accepted that position.

If there are no eligible nominations, then Nominations will be taken from the floor after each position, before giving the result,

Results are as followed:

POSITION, NOMINEE PROPOSED BY SECONDED BY ACCEPTED POSITION

LIST POSITION –President, Vice-President, Secretary, Assistant Secretary, Treasurer/Membership Secretary, Web-Liaison Officer, TMR Liaison Officer, AHMF Delegate (1), AHMF Delegate (2),Optional Tea Person.

Vice-President congratulated all for accepting the position.

VICE-PRESIDENT ask the ELECTED PRESIDENT to take the control of the meeting.

New President thanks the Vice-President for chairing the meeting and congratulate the incoming committee and the meeting for accepting them.

BANK SIGNATURES The PRESIDENT asks for a motion to confirm that signatories for the club's 4 Accounts (General plus Special and 2 Term Deposits).

Require 3 signatories of The President, Vice-President and Treasurer (Vice-President if one person holds 2 positions) with 2 to sign all Bank Accounts.

The signatories on the bank accounts will be (name the people).

If necessary state new additional name and state position, removing name and state position.

The Bank Signatures need to be ratified.

The Motion was MOVED by

Seconded by

In Favour

Against

Carried

APPOINTMENT OF THE AUDITOR The President ask the Treasurer to advise of the name of the Auditor.

The Motion that the club appoint (name of auditor) as the club's Auditors for (state year) **was MOVED by**

Seconded by

In Favour

Against

Carried

A vote of thanks to the Aduicators and Vice-President for acting as Returning Officer.

NEXT ANNUAL GENERAL MEETING (Date).

Venue at Veteran Car Club Rooms (1376 Old Cleveland Road Carindale Qld 4152)

Thanks for your attendance, patience and input. Safe travel home.

Hope to see you on the date of the next General Meeting. (Date)

As no further Business is to be discussed.

THE MEETING CLOSED AT (Time).

APPENDIX 4

SAMPLE MONTHLY TREASURERS REPORT

QUEENSLAND HISTORIC MOTORING COUNCIL Inc.

MONTHLY MEETING TREASURERS REPORT

Date (September 2020)

General AccountOpening Balance on (Previous Months Date) **\$841-73****Income** ***THIS IS A SAMPLE DOCUMENT ONLY,***Affiliation Fees ***CLUBS PLEASE USE YOUR OWN FIGURES!*** \$ 515-00.

Refund \$ 429-68

Bank Interest -09

Total Income **\$ 944-77****Less Expenses/Outgoings**

Secretary Expenses \$370-57

Veteran Car lub Rent \$312-00

Total Outgoing **\$682-57****Closing Balance on (Date) reconciles with Bank**

Balance on (Current Date) (Amount)

SPECIAL ACCOUNTOpening Balance on (Previous Months Date) **\$4,347.99****Expenses** Donations (Charity)

\$1,000

Income

Nil

Closing Balance on (Date) reconciles with Bank **\$3,347.99**

Balance on (Current Date) (Amount)

Petty Cash Balance on (Date) **\$104.25**

Supper Supplies \$ 30.00

Balance on (Date) (Amount)

Term Deposits**1** Invested for 12 months at XX% Matures on 21st May Next Year \$20,000**2** Invested for 12 months at XX% Matures on 15th November Current Year. \$10,000Total Equity as of (Date) **\$TOTAL**Treasurer (Name of Person) **moves** that the's Report be adopted and accounts paid to be ratified.

APPENDIX 5
SAMPLE ANNUAL FINANCIAL REPORT

QUEENSLAND HISTORIC MOTORING COUNCIL Inc.

ANNUAL PROFIT and LOSS REPORT (Date/ Year)

THIS IS A SAMPLE DOCUMENT ONLY. CLUBS PLEASE USE YOUR OWN FIGURES!

General Account XXXX

1st July (Year) to 30th June (Year)

	COMPARISON	
	(Year)	(Year)
<u>INCOME</u>		
Affiliation Fees.	\$ 7,365-00	\$ 8,230-00
Bank Interest.	\$ 2-30	\$ 5-47
Refund	\$ 227-74	\$ 345-00
Other	\$ 313-50	\$ 690-00
<u>TOTAL INCOME</u>	<u>\$ 7,908-54</u>	<u>\$ 9,270-47</u>
<u>EXPENSES/OUTGOING</u>		
Secretary Expenses	\$ 1,163-79	\$ 523-95
Supper Expenses	\$130-39	\$ 194-00
Room Rental Fees 1,555-00	\$ 1,612-00	\$
QHMC Sponsorship	\$ 785-00	\$ 2,004-00
AHMF	\$ 2,079-12	\$ 4238-20
Insurance	\$ 810-02	\$ 810-02
Web-site	\$ 1,309-65	\$ 110-00
Donations	\$ 150-00	\$150-00
Auditor	\$ 385-00	\$340-00
Affiliation Fees	\$ 45-00	
Bank Fees	\$10-00	
Office of Fair Trading	\$ 56-60	\$56-05
Other		\$ 302-21
<u>TOTAL EXPENSES</u>	<u>\$ 8,536-57</u>	<u>\$ 1,1793-43</u>
<u>BALANCE</u>	<u>\$ 628-03</u>	<u>\$ 2522-96</u>

OTHER ACCOUNTS

Everyday Business Account XXXX

	<u>(Year)</u>	<u>(Year)</u>
Opening Balance on	\$4,347.99	\$4,347.99
<u>INCOME</u>		
NMHD Funds	\$ 2,796.30	\$1,094.30
Donations	\$ 3000.00	
<u>TOTAL INCOME</u>	<u>\$ 5,796.30</u>	<u>\$ 1,094.30</u>

EXPENCES/OUTGOINGS

Farm Angels Donation (2023 Angel Flight Donation).	\$1,000.00	\$1,000.00
Robert Shannon Donation (2023)		\$500.00
Float NMHD	\$1,980.00	\$520.00
NMHD EventAdvertising, Pull Up Banner	\$149.98	
Transfer to Main Account XXXX.	\$193.00	
Night Ninjas Donation (2023)		\$400.00
<u>TOTAL EXPENCES</u>	<u>\$4,182.76</u>	<u>\$2,523.45</u>
<u>BALANCE</u>	<u>\$1,613.54</u>	<u>-\$1,429.15</u>

PETTY CASH

<u>INCOME.</u>	<u>(Year)</u>	<u>(Year)</u>
Deposit from Main Account XXXX	\$384.15	
<u>TOTAL</u>	<u>\$384.15</u>	

EXPENCES

NMHD	\$110.45
Office Supplies	\$ 95.75
Super Supples	\$103 .70
<u>TOTAL EXPENCES</u>	<u>\$309.90</u>
<u>BALANCE.</u>	<u>\$74.25</u>

TERM DEPOSITS

	<u>(Year)</u>	<u>(Year)</u>
<u>1</u> Premier Investment Account *****285	\$22,297.96	\$ 21,246.27
Outgoing		
Transferred interest out to General Account *****285	\$ 2,297.95	
BALANCE	<u>\$20,000.00</u>	<u>\$ 21,246.27</u>
<u>2</u> Premier Investment Account *****420	\$14,687.88	\$14,000.00
Outgoing		
Transferred interest out to General Account *****285	\$ 687.88	
Income		
Reinvest interest from General Account *****285.	\$687.88	
<u>BALANCE</u>	<u>\$14,687.88</u>	<u>\$14,000.00</u>

ACCOUNT BALANCES 30TH JUNE (YEAR)

General Account ****285.	\$13,574.20	\$6,710.20
Special Account *****848	\$3,347.99	\$1,734.45
Petty Cash.	\$74.25	
Term Deposit 1 *****840	\$20,000.00	\$21,24627.00
Term Deposit 2 *****420	\$14,687.88	\$14,000.00
TOTAL ACCUMULATED FUNDS	<u>\$51,684.32</u>	<u>\$43,690.92</u>

APPENDIX 6**Statement of Acquisition of a Vehicle**

I, _____ (Name of person making declaration)

Acquired a _____

(Vehicle Make/Model)

(Vin/Chassis Number)

On _____

(Date)

From _____

(Name of disposer)

Of _____ (Address of disposer)

For the amount of _____

(Amount paid for the vehicle)

Full details of how the vehicle was acquired (e.g. gift) _____

Signed

Dated

APPENDIX 7
EVENT SUPPORT APPLICATION FORM



QUEENSLAND HISTORIC MOTORING COUNCIL INC.

IA08973

1376 Old Cleveland Road, CARINDALE QLD 4152

EVENT FINANCIAL SUPPORT APPLICATION FORM

HOST CLUB NAME.....

EVENT NAME.....

DATE/S OF MAJOR EVENT

Start.....Finish.....

EVENT LOCATION.....

REASON FOR APPLICATION.....

.....

WHAT CLUBS WILL BE ATTENDING THE EVENT.....

ADDITIONAL INFORMATION TO ASSIST WITH YOUR SUPPORT APPLICATION. (If needed attach documentation)

.....

If your application is successful please supply QHMC TREASURER with the following:-

1. Bank Account details for your Club to enable transfer of support funds.
2. A receipt of funds received (within 1 month of receipt of funds).

A written report on the event within 1 month of completion of the event to be forwarded to the **QHMC MANAGEMENT COMMITTEE**.

Grant approvals will be at the discretion of the QHMC Management Committee

APPROVED BY.....Date.....

NOT APPROVED BY.....Date.....

APPENDIX 8
SAMPLE AFFILIATION FORM

PLEASE RETURN FORM BY 31st AUGUST 2025

	<p style="text-align: center;">Queensland Historic Motoring Council Inc.</p> <p style="text-align: center;">Meetings : 4th Thursday of every month</p> <p style="text-align: center;">1376 Old Cleveland Rd, CARINDALE QLD 4152</p> <p style="text-align: center;">Meeting Starts : 7.30pm</p>
<p>QHMC AFFILIATION RENEWAL / INVOICE FORM</p> <p>1st July 2025 - 30th June 2026</p>	

ALL MEMBER NUMBERS AS AT 1st JULY 2025

FULL NAME OF CLUB : _____ <small>(IN FULL—As listed with the Office of Fair Trading)</small>	
Club Post Address : _____	
Suburb _____	State _____
Post Code _____	
Club Email _____	

Numbers: of **ALL** members in Club and of **ALL** historic vehicles owned by members

PRESIDENT (Please print legibly) Name: _____ Phone/Mobile: _____ Email: _____	SECRETARY (Please print legibly) Name: _____ Phone/Mobile: _____ Email: _____
QHMC DELEGATE 1 (Please print legibly) Name: _____ Phone/Mobile: _____ Email: _____	QHMC DELEGATE 2 (Please print legibly) Name: _____ Phone/Mobile: _____ Email: _____

Signature of authorised Club representative:

Annual Affiliation Fees	\$1 per club member
Minimum cap at \$30	Maximum cap at \$200

Club to complete below

Date Paid: _____ **Payment Method:** _____ **Amount Paid: \$** _____

Pay by :

Direct deposit to bank.

Use Club initials as reference

Post to : QHMC - 1376 Old Cleveland Rd, CARINDALE QLD 4152

Receipt will only be issued if requested

A scanned receipt will be sent to club secretary email address

Direct Bank Deposit:

Bank: Bank of Queensland

BSB No. 124 - 034

A/c No. 10289285

Email to: president@qhmc.net.au

Or treasurer@qhmc.net.au

APPENDIX 9 SAMPLE NOMINATION FORM



Queensland Historic Motoring Council Inc. IA08973

1376 Old Cleveland Rd, CARINDALE QLD 4152

Committee Nomination Form (YEAR)- (YEAR) Financial Year

<p>POSITION: PRESIDENT</p> <p>Nominee:</p> <p>Proposed By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Seconded By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Nominee Acceptance..... </p> <p style="text-align: center;">(signature) (date)</p>	<p>POSITION: VICE PRESIDENT</p> <p>Nominee:</p> <p>Proposed By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Seconded By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Nominee Acceptance..... </p> <p style="text-align: center;">(signature) (date)</p>
<p>POSITION: SECRETARY</p> <p>Nominee:</p> <p>Proposed By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Seconded By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Nominee Acceptance..... </p> <p style="text-align: center;">(signature) (date)</p>	<p>POSITION: ASSISTANT SECRETARY</p> <p>Nominee:</p> <p>Proposed By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Seconded By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Nominee Acceptance..... </p> <p style="text-align: center;">(signature) (date)</p>
<p>POSITION: TREASURER/MEMBERSHIP SECRETARY</p> <p>Nominee:</p> <p>Proposed By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Seconded By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Nominee Acceptance..... </p> <p style="text-align: center;">(signature) (date)</p>	<p>POSITION: WEB LIAISON OFFICER</p> <p>Nominee:</p> <p>Proposed By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Seconded By..... </p> <p style="text-align: center;">(print name) (signature)</p> <p>Nominee Acceptance..... </p> <p style="text-align: center;">(signature) (date)</p>



<p>POSITION: TMR LIAISON OFFICER</p> <p>Nominee:</p> <p>Proposed By..... (print name) (signature)</p> <p>Seconded By..... (print name) (signature)</p> <p>Nominee Acceptance..... (signature) (date)</p>	<p>POSITION: TEA PERSON</p> <p>Nominee:</p> <p>Proposed By..... (print name) (signature)</p> <p>Seconded By..... (print name) (signature)</p> <p>Nominee Acceptance..... (signature) (date)</p>
<p>POSITION: AHMF DELEGATE 1</p> <p>Nominee:</p> <p>Proposed By..... (print name) (signature)</p> <p>Seconded By..... (print name) (signature)</p> <p>Nominee Acceptance..... (signature) (date)</p>	<p>POSITION: AHMF DELEGATE 2</p> <p>Nominee:</p> <p>Proposed By..... (print name) (signature)</p> <p>Seconded By..... (print name) (signature)</p> <p>Nominee Acceptance..... (signature) (date)</p>

Please return this form to QHMC before 3 weeks prior AGM Meeting date

email to: president@qhmc.net.au

Or post to 1376 Old Cleveland Rd CARINDALE QLD 415

APPENDIX 10SAMPLE APPOINTMENT OF PROXY FORM**APPOINTMENT OF PROXY****For (Year) Committee Position****I / We****Of (address)****Being a voting member or members of the association, appoint :****Name****Of (address).....****As my proxy to act generally at the Annual General Meeting to be held on the
(Date) and at any adjournment of that meeting.**

Phone Number or Numbers**Signature / s****Signed this Day of 2020**

Date recorded by Secretary /2020**Secretary Signature**

PART B - Details of Injury

* N.B. If more than one person has been injured in this incident, please attach an additional part B for each injured person

Details of injured person	Name: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: ____/____/____
Contact Details	Work phone _____ Home phone _____ Mobile _____ Email: _____
Relationship with QHMC inc.	<input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other _____
Was First Aid Administered	Name: _____ Contact Details _____ Qualification: _____

Mechanism of Injury (indicate all relevant)	<input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Manual handling <input type="checkbox"/> Body stressing <input type="checkbox"/> Being hit by falling object <input type="checkbox"/> Hitting an objects with part of the body <input type="checkbox"/> Being hit by moving objects <input type="checkbox"/> Exposure to heat /radiation /electricity <input type="checkbox"/> Exposure to biological agent (including body fluid) <input type="checkbox"/> Exposure to Chemical agent <input type="checkbox"/> Exposure to asbestos <input type="checkbox"/> Exposure to work stress <input type="checkbox"/> Violence <input type="checkbox"/> Other inappropriate behaviour <input type="checkbox"/> Other:
Nature of Injury (indicate all relevant)	<input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Fracture <input type="checkbox"/> Cuts/Scratch/Abrasion <input type="checkbox"/> Bruising <input type="checkbox"/> Burn <input type="checkbox"/> Bite/Sting <input type="checkbox"/> Electrical shock <input type="checkbox"/> Concussion <input type="checkbox"/> Psychological <input type="checkbox"/> Other
Treatment required (highest level only)	<input type="checkbox"/> No treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital outpatient <input type="checkbox"/> Hospital admission <input type="checkbox"/> Other _____

Confirmation of actions	<p>Are all recommendations accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Note exceptions:</p>
Additional actions to be taken	
Actions completed	<p>Are all actions completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Outstanding actions	<p>All outstanding actions noted against hazards in the risk register: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
Communication	<p><input type="checkbox"/> Relevant person/s notified of incident and outcomes on ____/____/____</p>

MAJOR EVENT GUIDELINES

Chapter 1 MAJOR EVENT ORGANISATION

While QHMC generally does not directly organise any Events it will support **QHMC** Events of affiliated clubs upon receiving an “Event Financial Support Application” Form see Appendix 7 on Page 26 of Operation Guidelines.

EVENT Suggested Requirements:

OPTION 1

Friday..... After lunch – Early Registration Driving Tour of the Area

Friday evening..... Casual Dinner – possibly “at entrants own cost”, though ensuring there is an appropriate venue available and large enough to serve dinner

Saturday morning.....Registration & morning tea

Depart after morning tea for a driving tour with lunch en-route

Saturday evening..... Event Dinner

Sunday..... Driving tour with morning tea

Return for Presentation lunch and farewells

OPTION 2

The event will normally start Friday afternoon with registration and finalise with an optional breakfast **Monday** morning. A possible scenario may be as follows:

FridayAfternoon – Registration at event headquarters

Evening – Casual Meet and Greet / dinner at headquarters

SaturdayMorning – Gymkhana

After lunch – Drive of the area

Evening – Casual Dinner at event headquarters

Sunday..... Morning – Static Display

After lunch Drive of the area

Evening Presentation dinner

Monday Morning – Optional farewell breakfast

Sponsorship

- QHMC will provide support to the Organising Club to assist with costs associated with the event.
- Support or advertising displayed by Event entrants are not to be in major opposition with the naming rights Sponsor.
- Ensure major sponsors are on board early so that they get value for money for their sponsorship.
- It is normal for the host club to enter a formal contract with the naming rights sponsor which will generally specify how the event should be named and what other advertising requirements will be required by the sponsor.
- The normal naming rights convention for Naming Rights Sponsor is to have them called “Year (20XX) Sponsors Name Initials (RACQ) Event. E.g. “20XX RACQ Event”

Activities:

- Some driving /Event type runs should be conducted on each of the days over the Event.
- Accurate printed instructions outlining the expected routes are to be produced.
- Navigational questions or checkpoints should be included to help ensure that the entrants are following the correct route.
- Routes should be devised to suit the vehicles expected to take part. This may require different routes for faster and slower vehicles.
- Routes chosen should also take into account the normal traffic on the roads and where possible should **not** cause undue disruption to the normal traffic.
- Ample time should be allowed for vehicles to complete the runs.
- Morning/afternoon teas and lunch should be included to facilitate socialising.

- It is recommended, at least one themed Event Dinner be included in the rally program.

Entry

- Entry should be open to all registered vehicles.
- Entry forms should be produced and made available to all clubs as early as reasonable possible but at least 5 months prior to the event start date.
- Clubs may consider using an expression of interest form prior to an Entry Form being sent.

Trophies The organising club may present as many trophies/prizes as it chooses.

Chapter 2 HELPFUL TIPS ON ORGANISING A MAJOR EVENT

- Develop a High level review of the Event.
- Form an Event Committee of proactive people and give them the authority to plan and arrange for the Event.
- Appoint an Event Director / Coordinator keeping with in budget.
- Consider if you need an Event Secretary and or an Event Treasurer and if a seperate bank account is required
- Decide on a general Location for the Event (Consider – Roads that can be used for runs; Facilities for Morning tea, lunch & afternoon tea; (potential sponsors)
- Accommodation – Check the location and accommodation availability of all the Motels, Hotels, Caravan parks over the proposed duration of the Event.
- Very early in the Event planning estimate the overall cost for people to take part in the Event. Aim for an affordable cost package – or charging for activities & meals separately.
- Consider an Event theme/overall program.
- What type of entrants do you want to encourage?
- How many entrants are you aiming for?

Meals

- How many
- Type
- Cost / quality
- **Venue / requirements (size facilities)**
 - Registration
 - Sat Lunch
 - Sat Dinner
 - Sun Lunch / Dinner
 - Morning/afternoon teas • Other venues
- **Runs**
 - How many?
 - How long?
 - Where to start / stop places to visit, Consider amenities at stops?
 - Who will map them out?
 - Who will check them?
 - Consider traffic flow Think about all Turns – Are they safe?
 - Give entrants plenty of warning of turns off the road they are on.
 - Will the runs suit the vehicles you expect? Will you need different runs for different vehicles?
- Will you try and arrange a Break Down Service ie; RACQ or Tail end Charlie?
- **Other Activities?**
 - Tours / visits
 - Quizzes and competitions?

- Dinners
- Informal welcome?

Entertainment?

- At Dinners
- At other times and locations

Sponsorship

- Who will be approached
- How much sponsorship do you need – and from whom?
- Organiser

• Entry Forms.

- What should they say?
- Who will check them?
- When will they be ready?
- Who will record entries?
- Will you advise entrants of “entry received”?

• Budget

- Keep checking planned and actual expenditure and income. Adjust as required.

• Workers during the Event

- Numbers?
- Identify who is good at what.
- Identify the must do and the nice to do things

• Advertising consider

- To whom & how?
- What?
- When?
- Timetable.
- For planning the Event
- For running the Event.
- **What do you want in the Event**
- Packs (if you are having Event packs)?
- How will you let people know what happens over the Event?
- Do you need a PA
- Who will be MC?

Prizes

- Who will obtain prizes?
- What are prizes needed for?

Potential Timetable for Organising a Major Event

- *Add potential timetable here as it is developed.*

Between 2 years and 18 months before the Event

- Form a Event Committee of 4-6 People and give them the authority to plan and run the Event
- Decide on a general location for the Event. Consider – Roads that can be used for runs; amenities for Morning tea, lunch & afternoon tea; consider potential sponsors;
- Identify potential venues for Event dinners etc.
- Identify / appoint / elect an Event Director
- Consider if you need an Event Secretary and or an Event Treasurer.
- The Event Committee should develop very high level plans and a Event budget and get it approved by the Club (Management Committee or Members)

- Very early in the Event planning try to work out the overall cost for people to take part in the Event. Aim for an affordable cost consider package or charging for activities & meals separately.
- Accommodation issues. Check the location and accommodation availability of all the Motels, Hotels, Caravan parks over the proposed time of the Event
- Consider using club members houses as Billets
- Consider block bookings of accommodation
- Talk to local Tourist Info office.
- Try to get Councils on board. Explain potential benefits (financial) to Council.
 - Try to get Chamber of Commerce on board
- Conduct meetings every few months

Between 18months and 1 year before the Event

- Firm up Event budget
 - Set entry fees
 - Actively chase Sponsors
 - Develop Event Plans and Event theme
 - Start Promoting the Event
 - Work out general runs and M/T lunch locations
- Start to Firm up plans for Catering
- Book Venues
- Consider Entertainment options

By 1 year before the Event

- Regular Monthly Meetings
 - Consider early entry discount
 - Develop and print early Entry forms
 - Develop and print Flyers
 - Sign up smaller sponsors.
 - Establish team leaders
 - Start recruiting club members as Event workers.
- Assign specific Jobs to team leaders.

By 1 Month before the Event

- Print Program
- Finalise Event runs, Quizzes, Entertainment.

Chapter 3 EVENT DIRECTOR'S RESPONSIBILITIES & GUIDELINES INTRODUCTION

The description of this position is only included to guide clubs on the Roles and Responsibilities expected of a Event Director

Generally planning for the major Event should be undertaken at least 1 year in advance. The Event Director is usually appointed by the Club Committee to undertake, with the assistance of an Event sub-committee, all aspects of the running of the Event according to the broad directives of the club's Management Committee.

The Event Director is required to ensure that the quality and integrity of the event is not compromised and that the Event is run to the benefit of members and all entrants. It is usual for a club to call for expressions of interest from members to identify the field from which to form a subcommittee to assist in the running of the Event.

The Event Director may or may not be a member of the Management Committee, though they are appointed by the Management Committee.

There is no limit to the duration of the appointment of this position but would normally be reviewed annually.

DUTIES

1. Work with the management committee to select members on the Event Sub-Committee.
2. Convene and chair Event sub-committee.
3. Develop and present for approval of club's management committee a Event Budget
4. Ensure the budget of projected income and expenditure is kept up to date. Any significant (+/-10%) budget changes must be presented for approval, to the management committee.
5. Delegate tasks to other Event sub-committee members to ensure the smooth running of the Event.
6. Appoint an Event minutes secretary who must maintain minutes of meetings held, including a record of tasks delegated, decisions made, bookings placed, progress on all aspects of the Event, venue, list of Event entrants, date and time of next meeting, etc.
7. Maintain an overall perspective of the Event so as to ensure that the best possible aspects of the movement are presented to the public and that the Event undergoes continual improvement.
8. Ensure that the economic viability of the Event is maintained; that the sponsorship packages offered are within reason and that the expectations of the sponsors are achievable and acceptable to all concerned.
9. Report to General Club meeting on aspects of the Events planning progress.
10. Ensure that other clubs are informed regularly through direct QHMC Mail Output and other bulletins as necessary on the progress of development of the Event and of any changes which may occur.
11. Ensure that rosters have been prepared and agreed upon by all those rostered for the roles of Marshalls, Caterers, Master of Ceremonies, Gate Keepers and Club Representatives during the Event.
12. Be available at all times on the day of the Event in order to arbitrate on any matter that may arise with respect to the running of the Event.
13. Announce the placings and winners of each category in the Event and present the trophies, with the assistance of any sponsors.
14. Report to the Management Committee on the conduct of the Event, the financial aspects and placings and winners of each category.
15. Ensure venue hire conditions are met, e.g. condition of the site after the event.
16. Ensure adequate public safety standards are observed including current Government regulations.
17. Ensure **ALL** Workplace, Health and Safety requirements are met.
18. After the event send appreciation certificate/Letter to Event Sponsors and anyone else that was important during the event.
19. Do a follow up Meeting detailing Income and Expenses, Work Load duties, including necessary contract names, details for next time of the event.
20. If a donation is made to a Charity state the amount donated after the event.