



**NOTICE OF GENERAL MEETING THURSDAY 25/5/2017**  
**FOLLOWED BY ANNUAL GENERAL MEETING THURSDAY 25/5/2017**  
**TO BE HELD AT HARRINGTON GROVE COUNTRY CLUB 6PM FOR 6.30PM START.**

**GENERAL MEETING AGENDA**

- Item 1.** Attendance & apologies.
- Item 2.** Update on Torini Engine Testing Program and discussion with members regarding further testing.
- Item 3.** Sprint Racing – The Future of.
- Item 4.** Manning Valley August Race Program discussion.
- Item 5.** Update on the Karting Australia Endurance Committee.
- Item 6.** Discussion regarding the need to undergo a name change in the future for our association if we move away from the Subaru Engine. Initial discussion only.
- Item 7.** Future equipment purchases – Long & Short Term – Open for discussion.
- Item 8.** General Business.

**ANNUAL GENERAL MEETING AGENDA**

- Item 1.** Attendance & apologies.
- Item 2.** Acceptance of the reports from the 2016/17 Committee and the minutes of the 2016/17 AGM.
- Item 3.** Nominations for committee positions to be announced to the quorum.
- Item 4.** Voting for positions for the 2017/18 SKANSW Inc. Committee positions.



## APPENDIX 1. DESCRIPTION OF COMMITTEE POSITIONS

### ROLES & RESPONSIBILITIES FOR 2017/18 CLUB COMMITTEE.

#### **CLUB PRESIDENT** (COMMITTEE POSITION 1 of 7 as required by Fair Trading NSW).

- Is the face of SKANSW INC.?
- Is the key organiser of the committee
- Must front to important KA meetings
- Is the chairman at any club general, ordinary, extraordinary or AGM Meetings

#### **CLUB VICE PRESIDENT / CHIEF TECHNICAL OFFICER.** (COMMITTEE POSITION 2 of 7 as required by Fair Trading NSW).

- Is first in charge in the absence of the Club President.
- Is in charge of all technical aspects of engine tagging and engine re-sealing
- Will have a team of technical officers from a variety of teams to ensure transparency
- Is in charge of updating and maintaining the "ENGINE NUMBER & ENGINE SEAL" register.

#### **CLUB TREASURER** (COMMITTEE POSITION 3 of 7 as required by Fair Trading NSW).

- Is in charge of maintaining the financial records of the association.
- Gives the final go-ahead for club purchases
- Has the power to refuse entries from teams that have no paid PRIOR to an event.
- Will be responsible for the roll out of Credit Card / PayPal facilities if the Committee wishes to go down this path.
- Responsible for ALL RACE DAY PAYMENTS TO OFFICIALS AND TO THE HOST CLUB.

#### **CLUB SECRETARY (AND RACE DAY SECRETARY)** (COMMITTEE POSITION 4 of 7 as required by Fair Trading NSW).

- In charge of all paperwork for setup for the race meeting.
- Responsible for the yearly race calendar
- Responsible for booking of race circuits for race meetings
- Will be KARTING AUSTRALIA CMS TRAINED
- Will be responsible for all race day upload and downloads to Karting Australia for race meetings
- Responsible for all post-race paperwork and the delivery of paperwork to KA Head office.
- Will liaise with all Race day staff including the Clerk of Course and Chief Steward
- Responsible for the writing of, and submission of SUPPLEMENTARY REGULATIONS to Karting Australia
- Responsible for raising RACE MEETING REQUESTS to Karting Australia

#### **OFFICIALS CO-ORDINATOR** (COMMITTEE POSITION 5 of 7 as required by Fair Trading NSW).

- Responsible for ensuring we have officials for each event and that these officials are on our SUPPLEMENTARY REGULATIONS
- Responsible for the purchase of Trophies
- Responsible for the "OFFICIALS BRIEFING" on Race day
- Responsible for the negotiation of "OFFICIALS RENUMERATION" for each round and as part of this notifying the CLUB TREASURER OF THESE REQUIREMENTS

#### **STATE KARTING COUNCIL DELEGATE** (COMMITTEE POSITION 6 of 7 as required by Fair Trading NSW).

- Will be required to attend meetings of the State Karting Council or equivalent and vote on behalf of Subaru Karting Association
- Must have a solid understanding of key issues with Karting Australia



- Must be able to build relationships with key stakeholders in the industry including other clubs, state officials, and national officials.
- State Karting Council Meetings are on a Saturday four times a year.
- A committee member will most likely attend with the State Karting Council Delegate.
- Responsible for ensuring Subaru is in the good books with Karting NSW and Karting Australia
- Will be the first point of contact between Karting NSW/Australia and our club.

**CLUB CONTACT** (COMMITTEE POSITION 7 of 7 as required by Fair Trading NSW).

- Will be the first point of call for newcomers to our series
- An email address will be set up that will direct all new correspondence to this association member
- The job of the "CLUB CONTACT" is to take pressure off the club secretary and encourage new participation particularly in respect to new contact via social media services
- The "CLUB CONTACT" will be given access to our Facebook page as enquiries come via this channel on a weekly basis.

**SHOULD ANY OF THE ABOVE SEVEN POSITIONS BE HELD BY THE SAME PERSON , THE FOLLOWING POSITIONS IN THIS ORDER AS ELECTED WILL AUTOMATICALLY BECOME A "CLUB GENERAL COMMITTEE MEMBER" FOR THE PURPOSED OF FAIR TRADING AND OUR CONSTITUTION UNTIL SEVEN INDIVIDUAL COMMITTEE MEMBERS ARE ELECTED.**

**LICENCING OFFICER**

- The Licencing Officer would ideally be based in South Western Sydney as this is where most new licences are coming from.
- The Licencing officer will be TRAINED IN THE KARTING AUSTRALIA CMS SYSTEM.
- The Licencing officer will need to MEET ALL NEW APPLICANTS to process legal paperwork.
- The Licencing officer MUST HAVE ACCESS TO A COPIER OR FAX and be COMPUTER LITERATE.
- The Licencing officer will be responsible for licencing renewals.
- The Licencing officer is responsible for the MAINTANANCE OF THE CLUB HOME PAGE within the CMS System for Karting Australia.

**MEMBER PROTECTION INFORMATION OFFICER**

- As part of our affiliation with Karting Australia our Club must ensure at least one (1) club representative completes the Member Protection Information Officer (MPIO) training/certification.
- The MPIO will be a person who does not hold office or senior management role of the Club. Visit <https://www.playbytherules.net.au/mpio> for further information.