



Oxford Motor Club Committee Roles

The Club Committee is essential to the running of the club. If you think you'd like to get involved, take a look at the roles below then contact the club secretary via the committee page. No prior experience is required and we're always keen to welcome new committee members.

Chairman

The figurehead of the Club, whose motor sporting experience and management qualities influence the path the club goes down. Instils confidence and guidance with the club membership and is a steady influence at committee level.

The Chairman will have sufficient knowledge of the clubs activities to deliver a report to the assembled membership, will chair the main meetings at committee and will preside over the Annual General Meeting.

Vice-Chairman

The Vice Chairman acts as back up at Committee meetings and the AGM should the Chairman not be able to run the meeting on the night. They should also have sufficient knowledge of the clubs activities to deliver a report to the assembled membership. The Vice-Chairman may also chair sub committees and run special projects or events.

Secretary

The official point of contact for people inside and outside the membership of the club. Deals with the official paperwork from Companies House, receives most of the correspondence from Motorsport UK (MS UK) and from Regional Associations, other clubs, the membership and general inquiries from people outside Motor Sport.

Records the minutes of the AGM and the full committee meetings, prepares and distribute minutes, attends regional meetings where possible, handles the clubs annual registration with MS UK, answers correspondence, and is the custodian of the clubs archive.

Treasurer

Manages the day by day finances of the club and gathers payments from individual event organisers. Receives and banks all monies and pays the bills. Records all transactions. Delivers report to the general committees and a final report at the AGM.

Chief Marshal

Point of contact for members and other clubs looking for marshal on events. Responsible for passing on any relevant information to Club Members on all aspects of Licence application, training etc.

The need for marshals is important not just for our clubs event but our friends in other clubs who we also rely on for our events.

Child Safeguarding Officer

To look after the interests of any person under 18 attending our events and ensure the MS UK Safeguarding procedures are followed.

They act as the first point of contact for anyone in the club (staff, volunteer, parents or children) who have a concern about a child and about poor practice/possible abuse by adults working with children. The Safeguarding Officer therefore needs to be approachable and have a child-focused approach. A CRB check [or equivalent] will need to be completed, paid for by MS UK. Training will be provided by MS UK.

Competitions Secretary

Responsible for the Clubs event calendar and is involved with and oversees the Motorsport activities of the Club and its members. Is the main Club contact for the motor sporting activities and also mentors new event organisers.

Magazine Editor

Gathers information from the membership and outside of club for the magazine. Collates, compiles and edits articles and circulates the magazine. E-mail and word processing skills are important.

Media Officer

Responsible for publicising the club, via Social Media and other outlets.

Membership Secretary

Records member's detail's and issues membership cards. Attends Committee meetings and reports on the membership details.

Social Secretary

Organises social events, compiles a calendar for the year's social activities, and acts as host at social events.

Webmaster

Maintains the Club website. Like the Magazine Editor, the Web Master gathers reports, tables, photographs and news and converts them to web pages. The site needs to be kept up to date to reflect the current club activities.

Points Collator

Not a specific committee role and can be filled by any of the Committee or members. Consists of compiling the club championship tables throughout the year via a pre-programmed spreadsheet. Also reminds members via email and the magazine to send in their points claims!

Non Portfolio Posts

No official responsibilities but can add their opinion during committee meetings and learn how Motorsport works. The executive is generally for newcomers to the committee to learn the ropes. Their opinions are just as valid as the Chairman's.