



2019 AGM NOMINATION FORM

Hidden Valley Drag Racing Association

Membership Secretary (1 Year Term)_

As per requirements under Hidden Valley Drag Racing Constitution Section 38

(Name) _____

is hereby nominated for the position of

Membership Secretary

on the Hidden Valley Drag Racing Association Committee.

Nominator's Name: _____

Signature: _____

Seconders Name: _____

Signature: _____

Persons are prohibited from being on the Hidden Valley Drag Racing Association if they are insolvent under administration or

Have been convicted of:

- an offence in relation to promotion, formation or management of body corporate
- serious offence involving fraud or dishonesty
- an offence against the Associations Act

Nominee's Acceptance (signature) _____

Date ___/___/2019



JOB DESCRIPTION AND SELECTION CRITERIA – HVDRA Membership Secretary

Job Title:	HVDRA Membership Secretary
Designation:	Committee Member
Status:	Voluntary position
Tenure:	1 year renewable
Responsible to:	President HVDRA

Primary Objective

As a member of the Management Committee, the Membership Secretary role is to assist the HVDRA and its affiliate members with the effective operation of the Committee.

Key Responsibilities

1. Keep and maintain a record of all members;
2. Keep and maintain a record of all current racers from all classes and details of their vehicles for all race meetings;
3. Encourage pre nomination for race meetings
4. Carry out such other duties as required by the Committee

Skill sets required

Essential

Must be able to demonstrate –

1. High level of integrity and demonstrated administrative capability.
2. A high level of written, analytical, communications and interpersonal skills.

Desirable

1. Prior experience in senior Committee positions

Estimated Time Commitment Required

The estimated time commitment required as Membership Secretary is 8 - 10 hours per month.