

Committee Structure



General Responsibilities of All Committee Members:

Auskart Racing Inc. is committed to providing a dynamic and engaging kart racing experience for its members and the community. The success and growth of the organization are driven by the dedication and collaboration of its leadership team. The committee structure outlined below ensures effective governance, clear roles and responsibilities, and a strategic approach to achieving the organization's goals.

- All committee positions, to be voted on by all financial members of Auskart Racing Inc. Elected members must be a financial member of Auskart Racing Inc or the parent/primary caregiver of a member.
- All elected committee members must act impartially and always in the best interest of the club.
- Attend all committee meetings and actively participate in discussions and decision-making.
- All elected committee members must attend at least 70% of all official club events annually to hold the elected committee position.
- Support the implementation of the organization's strategic plan.
- Act in the best interests of the organization and its members.
- Maintain confidentiality and integrity in all committee dealings. Committee dealings are not to be discussed outside of the committee unless agreed to by the President. Request for information can be made by any club member and is to be approved by Auskart President.
- Contribute to the overall success and growth of Auskart Racing Inc.
- Ensure all actions and decisions are non-biased and in the best interest of the club. Failure to comply with this could result in suspension/exclusion from the committee/club.

The key (4) Committee Executive Members are separate roles (although members can be dual functional roles). These positions **MUST** be nominated/elected by all financial members.

The key (5) Committee Leadership officer members have separate roles (although members can be dual functional roles). These positions can be nominated/elected by the current Committee.

1. President (Committee executive role)

- ****Role: ****

- *The President is club leader and face of Auskart Racing Inc and chairs all full Committee meetings. The President is one of the 3 financial and policy signatures of the Auskart racing Inc.*

- ****Responsibilities: ****

- Provide leadership and direction for the organization.

- Preside over all full committee meetings of the committee and general membership.
- Represent the organization at official functions and meetings.
- Ensure that decisions made by the committee are implemented.
- Develop and maintain relationships with key stakeholders and partners.
- Overseas the web site, social media, memberships and track day operations officers
- Is responsible for all implementing and following all club polies.
- Develop the annual race calendar in conjunction with the Clubs full committee.
- Ensure all actions and decisions are non-biased and in the best interest of the club.

2. Vice President (Committee executive role)

- ***Role:***
- The Vice President supports the President and stands in their place when necessary. *The Vice President may be one of the 3 financial and policy signatures of the Auskart racing Inc.*
- ***Responsibilities:***
- Assist the President in their duties and take over in their absence.
- Oversee race event officiating and technical standards for all race events.
 - Sprint and Endurance race Directors' responsibility
 - Sprint and Endurance race Stewards' responsibility
 - General race day officials (QMSO)
- Act as a liaison between different Club Committee officers.
- Oversee rules, regulations and technical for Auskart racing Inc to maintain alliance to current and future planning.
- Support the development and implementation of strategic plans and policies.
- Ensure all actions and decisions are non-biased and in the best interest of the club.

3. Treasurer (Committee executive role)

- ***Role:***
- The Treasurer manages the financial affairs of Auskart Racing Inc.
- ***Responsibilities:***
- Maintain accurate records of all financial transactions.
- Prepare and present financial statements and budgets.
- Ensure compliance with all financial regulations and reporting requirements.
- Manage the organization's bank accounts and investments.
- Oversee fundraising activities and manage grant applications.

- Coordinates Fundraising team.
- Coordinates and manages Club Sponsors in conjunction with Club President
- Manage third party vendors outside of racetrack hire.
 - Commentators
 - Catering providers
 - Coordinates trophy suppliers in conjunction with Club President
- Support the development and implementation of policies.
- Ensure all actions and decisions are non-biased and in the best interest of the club.

4. Secretary (Committee executive role)

- **Role:**
- The Secretary ensures the smooth operation of meetings and maintains records.
- **Responsibilities:**
- Prepare and distribute agendas and minutes for all meetings.
- Maintain accurate records of all organizational documents and correspondence.
- Oversees race day timing team(s)
- Maintain race days records post-race events.
- Maintain and grant access to all Auskart Racing Inc file share system.
- Manage Track hire and liaise with other facilities as required along with race day insurance. (Racers)
- Ensure compliance with legal and regulatory requirements.
- Handle official correspondence and communications on behalf of the organization.
- Support the development and implementation of policies.
- Ensure all actions and decisions are non-biased and in the best interest of the club.

5. Membership officer (Committee Leadership role)

- **Role:**
- The membership officer supports the president with all membership activities.
- **Responsibilities:**
- Maintains all membership records and communication with confidentiality in secure file share location.
- Liaise with all potential and new members into Auskart Racing inc.
- Manage annual membership renewal process and work closely with the Treasure, Secretary and Web site officers to gain alignment on payments etc.
- Manage and support the race day sign on process.

6. Website officer (Committee Leadership role)

- **Role:**

- The Website officer supports the president with all website activities.

Responsibilities:

- Maintains current Auskart websites and virus protection.
- Maintain other current integrated online platforms and support with other social media formats as required.

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7. Social Media officer (Committee Leadership role)

- **Role:**

- The Social Media officer supports the president with all social media activities.

Responsibilities:

- Builds and maintains social media activity in line with the club's policy.
- Manages multiple social media platforms such as face book, Instagram and TikTok etc.
- Manages the Auskart Racing Inc social media platforms and directs external requests to correct committee member to action.
- Liaise with internal members and external vendors to jointly release members updates and follow all Auskart social media policies.

8. Race Event officer(s) (Committee Leadership role)

- **Role:**

- The Race Event officer supports the president with all race event activities outside off officiating the event.

Responsibilities:

- Coordinates and facilitates track race day set up and pack up team members including,
 - o Enduro race Fuel Trailers, Transport, set up, manning – (Fuel Rig)
 - o Track lighting system – (Alitrax)
 - o Race day tents / marquees transport and lakeside trailers – (local set up / pack up)
 - o Race day 2way radios, charge and transport – (Radio's)
 - o General race day set up and pack up – (general helpers)

9. Technical officer (Committee Leadership role)

- **Role:**

- The Technical Event officer supports the Vice President with all Technical alignment.

Responsibilities:

- Coordinates the Scrutineering team on race days to officiate on technical compliance whilst keeping finding confidential within the technical compliance team.
- Reviews current technical rules to make sure Auskart Racing Inc remains current alignment with other key technical standards to drive consistency where possible.
- Documents all technical non conformances and breaches during inspections.
- Manages and coordinates third party technical inspections.

- Compliance with safety and technical standards.
- Ensure all actions and decisions are non-biased and in the best interest of the club.