

4WD TASMANIA STATE OFFICE BEARERS DUTIES (ELECTIVE POSITIONS)

STATE PRESIDENT

- To oversee all operations of 4WD Tasmania
- To liaise with the Australian National Four Wheel Drive Council on behalf of 4WD Tasmania as required
- To provide direction and guidance to other 4WD Tasmania office bearers as required
- To represent 4WD Tasmania when negotiating with Local, State and Commonwealth Government Agencies
- To liaise with and give guidance to the Northern and Southern branches of 4WD Tasmania as required
- To chair State Executive meetings held on a bi-monthly basis
- To provide public statements on behalf of 4WD Tasmania in the media
- Act as a co-signatory for the 4WD Tasmania Bank Accounts

STATE SECRETARY

- To receive all inwards correspondence.
- To clear the 4WD Tasmania post office box of mail on at least a weekly basis
- To prepare and post outwards correspondence as directed by the State President
- To report on inwards and outwards correspondence at the bi-monthly State Executive Meetings
- To prepare agendas for the bi-monthly State Executive Meetings and The Annual General Meeting, and to circulate these agendas to affiliated clubs prior to meetings. Agendas may be circulated electronically, with paper copies made available at meetings.
- To keep minutes of the bi-monthly State Executive Meetings and The Annual General Meeting, and to circulate meeting minutes to clubs in a timely manner. Minutes are to be circulated both electronically and in paper format by post.
- To provide the 4WD Tasmania webmaster with electronic copies of agendas and minutes for posting on the website
- Act as a co-signatory for the 4WD Tasmania Bank Accounts

NOTE THAT THE SECRETARY'S DUTIES MAY BE SHARED BY TWO CO-SECRETARIES

STATE TREASURER

- To receive and bank all monies paid to 4WD Tasmania
- To operate all 4WD Tasmania bank accounts
- To accurately maintain all financial records for 4WD Tasmania including account ledgers, balance sheets, statements, bank reconciliations and reports.
- To liaise with the auditor on all matters that are material to the audit and to provide the auditor with any documents or records that the auditor may require.
- To prepare and co-sign cheques on behalf of 4WD Tasmania
- To prepare and send out annual affiliation fee invoices and associated documents.
- To report on 4WD Tasmania's financial position at the bi-monthly State Executive Meetings and the Annual General Meeting.