

DUTIES OF OFFICERS

as per Central Coast Junior Motorcycle Club Inc. Constitution

- (a) **The President** shall, when possible, direct the Club's meetings as Chairman and will conduct such meetings according to the Constitution and By-Laws of the Club. The President will at all times provide council for the guidance of the officers of the Club.
- (b) **The Vic-President** will assist the President in the performance of his duties.
- (c) **The Secretary** will attend to all correspondence, receive all monies and pay them into the hands of the Treasurer and carry out the requirements of his office.
- (d) **The Treasurer** shall attend to all the financial business of the Club. Keep a detailed account of all monies received and paid out during their tenure of office, and bank all monies in the Club's authorised banking account within seven days of receipt thereof. In no circumstances dispose of any of the funds to any member, cause or purpose whatsoever except when authorised by the meeting constituted by those rules. Keep their books to date and be ready at all times to lay before or hand over to the General Meeting any book, receipt or account on demand. Prepare a balance sheet for the Annual General Meeting.
- (e) **The Assistant Secretary** shall assist the Secretary in his duties, correlate the reports of the various committees and act as minute secretary during General Meetings.

All honorary officers of the Club shall be elected by the members at the Annual General Meeting by ballot and shall retire at the next Annual General Meeting following their appointments, but shall be eligible for re-election. An honorary officer shall immediately vacate his office if he be declared by vote of a General Meeting to have lost the confidence of the members. The members in General Meeting from time to time may fill any positions becoming vacant. Non member who is absent from the General Meeting can be elected to any office at that meeting. An honorary officer shall vacate his office if he absents himself from three consecutive General Meetings, without leave of absence.