

Executive Committee/Office Bearer vacancies for May 2026-May 2027 include:

- Chairperson
- Secretary

Chairperson (refer Rachelle Spencer)

- Leadership role
- Run meetings and make sure they are focussed to meet Club goals
- Liaise with CNZ, CRTXNZ and other Clubs throughout New Zealand
- Club spokesperson
- Sits on Disciplinary Panel with the Treasurer and Secretary
- Chairs all meetings including general meetings, annual general meetings and special general meetings
- Liaise with Treasurer re financial stability; bank signatory; ensure compliance with Constitution, rules and safety regulations
- Sets the Club's long-term goals while making sure decisions and ideas are implemented.

Secretary (current role) (refer Berny Sanders)

- Manage the Gmail Inbox: answer queries, forward queries to relevant contacts
- Google Administrator for Club email addresses
- Annual CNZ Club affiliation
- Contact for BDO Portal
- Coordinate meeting dates for all meetings; circulate reminders, etc
- Reminders to Committee re Committee meetings (currently third Monday of each month)
- Create Committee meeting agenda and circulate prior with financials
- Take Committee meeting Minutes and actions and circulate
- Book calendar entries in Football calendar when clubrooms required, e.g. meetings, race sessions, Carnival, working bees, etc.
- Coordinate working bees (x2)
- Social media updates
- Member of Programming Sub-Committee to keep track of championship racing - registration pages, social media reminders, etc
- Club contact for on-the-day track emergencies - calling rider emergency contacts, ambulance, first aid equipment, defib
- Records track incident reports
- As Office Bearer, member of the Executive Committee for Disciplinary Panel
- Provide CCC with monthly participation numbers for reporting, liaising with coaches for non-race session track attendance
- Circulate to socials or membership database information from CNZ
- AGM/SGMs: Notify database, create website blog, draft Agenda, circulate documentation, take minutes, etc.
- Along with property manager (Dean K) contact person for Hornby Football
- Access Xero to reconcile relevant registration online payments
- Currently undertakes all administrative tasks below. Not necessary to be done by Secretary.

Current administrative vacancies (refer Berny Sanders)

- Website coordinator
- Social media communications
- Race entry coordinator
- Registration desk
- Volunteer coordinator
- Coordinate Try the Track
- Coordinate Development Programme with DP coaches and management
- Shop

Full details of administrative tasks available via secretary@canterburytrack.co.nz