

Title: <b>Committee Job Description: Historic Vehicles Registrar</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: 1 <sup>st</sup> January 2013
Related Documents:	<b>UNCONTROLLED IF PRINTED</b>

**The Historic Vehicles Registrar has overall responsibility for the Club Registration of Historic Vehicles and the Club's interaction with the Roads and Maritimes Services (RMS).**

In the execution of this role, the **Historic Vehicles Registrar** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct
3. Liaise with the RMS in all dealings in respect to the Club's Historic Vehicles registration authority
4. Comply with all RMS Historic Vehicles Registration requirements
5. Maintain a Historic Vehicles Register as required by the RMS
6. Ensure complying events are communicated to Historic Registrants via web-site, Club Magazine and at Club Meetings
7. Manage the clubs requirements and maintain a close working relationship with the Club's Historic Vehicles Inspector
8. Maintain the confidentiality of Committee business
9. Be aware of what other similar Clubs are offering members with Historic vehicles
10. Make recommendations to improve the Historic Registrants experience.
11. Be the Club's representative for the Southern Motoring Association.
12. Submit a report to the Magazine Editor prior to the deadline of every magazine.
13. Be involved in the continuous improvement process
14. Be a team player and make the good of the Club the over-riding priority
15. Listen to Club Members
16. Perform any other duties as may be required.

**Change History:**

1. 04/07/2012 New Document
2. 01/01/2013 General Review
3. 01/01/2016 General Review, add liaise with Southern Motoring Association

**Committee Member Acceptance:**

Date:

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Name

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Signature