

Title: Committee Job Description: Motorsport Director	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Motorsport Director has overall responsibility for Driver Training and all Club Motorsport Events, these events being defined as all driving events not held on public roads.

In the execution of this role, the **Motorsport Director** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct.
3. Lead the Club's participation in motorsport events organised by other clubs including Supersprints, Nulon Nationals, 1000 meter sprints, Drag Days, Hill Climbs and Motorkhanas.
4. Develop a 12 month Club Motorsport Calendar for the following year.
5. Publish the 12 month Motorsport Calendar on the Club web-site & Club Magazine by January 1st
6. If the club is to organise an event: book facilities, obtain approvals & permits, arrange support personnel & catering, receive entries and payments, and manage disbursements as each event may require.
7. Submit Entry Forms and Supplementary Regulations to the Webmaster with the necessary details at least 1 month before each event date for promotion and distribution.
8. Use the club's online payments system for event receipts and reporting
9. Promote every motorsport event in web-site, Club Magazine and Club Meetings
10. If required, appoint Motorsport Assistants to help in the running of Club Motorsport events
11. Represent the Club's Motorsport interests with CAMS and other relevant motorsport organisations
12. Maintain CAMS Affiliated Club Membership and CAMS OAMPS Committee Liability Insurance.
13. Maintain the confidentiality of Committee business
14. Look for ways to continuously improve Club members Motorsport experience
15. Ensure that for every event, reports and photos are promptly submitted to the Webmaster & Editor
16. Be a team player and make the good of the Club the over-riding priority
17. Listen to Club Members
18. Perform any other duties as may be required

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 04/07/2012 Reference to Drive Day Coordinator included
4. 01/01/2013 General Review
5. 01/01/2016 General Review. Remove reference to Drive Day Coordinator, add Nulon Nationals.

Committee Member Acceptance:

Date:

Name

Signature