



THE FOUR WHEEL DRIVE CLUB

Committee Members Duties

- CHAIRMAN:** Chairs meetings, systems manager for the website & forum
- SECRETARY:** Takes minutes at club meetings. Ensures all FWDC documents are up to date. Maintains event attendance spreadsheet, member benefits, discounts and advertising. Books club stands at 4x4 shows.
- TREASURER:** Responsible for the Paypal and Lloyds TSB treasurers account. Banks money. Maintains accounts.
- CHIEF MARSHAL:** Responsible for the safe running of events
See event officials duties
- EVENT CO-ORDINATOR:** Responsible for planning of events and shows
See event officials duties

Other officers appointed by the Committee:

- COMPETITION SECRETARY:** Applies for MSA permits – post normally held by the events coordinator
- MEMBERSHIP SECRETARY:** Maintains membership database, sends out membership cards, renewals and club packs.
- RIGHTS OF WAY OFFICER:** Builds a working relationship with local councils. Informs club members on latest TRO's. Represents the club at relevant meetings.
- PR OFFICER:** Create good contacts with the media with a view to promoting the club. Submits regular write-ups to magazines.
- HEALTH & SAFETY OFFICER:** Ensures that procedures are in place for the safe running of events. Carries out risk assessments and regular reviews. Keeps the accident book. Proposes changes to the H&S policy
- ACSMC REP:** Attends ACSMC meetings and represents the club
- FIRST AIDERS:** First aid at site events. Ensures that first aid boxes are available, clearly sign posted and replenished.
- EVENT MARSHALS:** Also called event leaders.
(report to Chief Marshal) See event officials duties
- CHILD PROTECTION OFFICER:** Responsible for coordinating the MSA Child Protection Policy and procedures in conjunction with the Child Protection Co-ordinator at MSA Head Office