



# **COMMITTEE POSITION DESCRIPTIONS**

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# President

## Position Description & Responsibilities

CMCA requirement / Executive Officer / Account Signatory

The elected President presides over a committee usually consisting of six members and has a responsibility to ensure that the affairs of the Solos Network are managed in a satisfactory manner, having regard to the CMCA Constitution and the CMCA Operations Manual (Ex Blue Book).

The President establishes good working relationships with CMCA head office staff and other 'Bird' Chapter Presidents to ensure mutually satisfactory relationships.

Ensures correct communication procedures are maintained between the committee and Solos Network members and that all activities are as transparent, as necessary.

Plays a visible role at Solos rallies and other Solos Chapter events where possible.

Has access to computer systems and demonstrates an average to above average knowledge of general computer skills.

## Responsibilities:

- Liaise with CMCA Management and Board on behalf of Solos' Network.
- Attends (or appoints a delegate) to the Chapter Forum sessions at CMCA Rallies.
- Keep Committee and members fully informed about any Board decisions impacting upon Solos' Network members.
- Chair or appoint a delegate to Solos' Network General meetings and AGM's
- Control and direct discussions tactfully and respectfully to promote teamwork, enthusiasm, innovation and leadership amongst Committee members.
- Attend and contribute to at least four Committee meetings a year and participates fully in committee email communication.
- In conjunction with the Secretary, prepare committee related articles and other items for the Carrier Pigeon and Newsletter,

following protocol as detailed at <http://www.solosnetwork.net/files/GlobalCommsPolicy.pdf>

- Act as the main contact between the committee and the Solos webmaster and authorises updates to important documentation etc as and when required.
- In conjunction with the Committee, accept responsibility for any material published in the Solos' Network publications and website.
- Understand the basic roles of all Committee positions and the processes involved to enable reasonable interface with the membership at all levels.
- In conjunction with the Committee, accept responsibility for ensuring safe and appropriate conduct at official Solos' Network rallies.
- Organise and present the Al Carroll Award for (Volunteer of the Rally) and the "Quiet Achiever Award" at all Solos rallies,
- Protect the interests of individual members of the CMCA Solos' Network.
- Act as referee in significant matters.
- Establish and maintain a public relations profile with the outside community to further the objects of the CMCA in general and the Solos' Network in particular.

# Vice President

## Position Description & Responsibilities

CMCA requirement / Executive Officer / Account Signatory

The role of the Vice President is to support the President and be able to carry out the President's duties if that person is not available for any reason. This implies an active role in the Solos Network Committee and an understanding of issues addressed by that Committee.

The main responsibility of the Vice President is the position of Rally Liaison Officer (RLO). See the separate Position Description for this position which is also in the Appendix of the Rally PD's.

### Responsibilities:

- Is conversant with the CMCA Club's Constitution and Chapter & SIG Manual of Operations and upholds it at all times.
- Attends on behalf of the President, any meetings or forums that the President is unable to attend particularly at CMCA level.
- In conjunction with the President keeps the Committee and members fully informed about any Board decisions impacting upon Solos Network members.
- Chairs Solos committee and other meetings in the absence of the President.
- Has access to a computer and demonstrates an average to above average knowledge of general computer skills.
- Attends and contributes to at least four CMCA Solos Network Committee meetings a year and participates fully in Solos Network Committee email communication.
- In conjunction with the CMCA Solos Secretary, assists the President and Secretary in the preparation of various committee related articles and other items for the CMCA Solos Network Carrier Pigeon and Newsletter following the protocols as outlined at <http://www.solosnetwork.net/files/GlobalCommsPolicy.pdf>
- Understands the basic roles of all CMCA Solos Network Committee positions and the processes involved.
- Understand the full responsibilities of the President and is available to stand-in for the President on any occasion requiring their assistance.
- Adopts the position of Rally Liaison Officer between the Rally Manager/Management team and the Solos committee, and takes an active part in reviewing rally plans and organisation.
- Ensures that all before and after rally property inspections are carried out with appropriate third party personnel and signed off to mutual satisfaction.

- Prepares and maintains written procedures relating to the management and operation of the CMCA Solos Network rallies, and other related activities.
- Provides feedback on rally matters which the committee would be expected to be aware of in the planning and running of a rally.
- Could generally, but not necessarily, be looked upon as a natural replacement of the President during normal annual elections.

# Rally Liaison Officer

## Position Description & Responsibilities

This position reports to the Solos Committee and is a Committee position within the Vice President's role. It is a gate-keeper between the Rally Manager, and the Solos Committee.

### Primary Role

- Assist the Rally Manager by providing advice, back-up and support to ensure a successful rally.
- Provide regular progress updates to the Committee regarding progress of rally arrangements, and financial situation.
- Assist with the selection of Rally Coordinators if required and the establishment of a time-line for the event.
- On occasions, where a Rally Manager has not been appointed, and no site has been agreed upon, it is necessary for the RLO to commence rally site investigations.
- Attend daily Rally Management review meetings as advised by the Rally manager.

### Responsibilities

- Act as a direct link between the Solos Committee and the Rally Manager.
- Assess the facilities of the town recommended by the RM. Where practical, visit with RM and report to the committee as to its viability and potential as a venue for a Solos Rally.
- Receive a formal report on the chosen rally venue from the RM and submit to the committee (examples of previous submissions are available). When approval is given by committee for the rally venue, negotiations can begin with the officials and organisations in the town.
- Assist RM if required, with contacting the relevant people seeking approval to hold our rally in their town. Assist RM in the preparation of documents including a formal contract, and the Site Risk Assessment plan for NHQ. Examples of relevant documentation and procedures will be provided.
- Assist with the development of the contract with council and/or other organisations and obtain written agreement as soon as possible so that the planning phase for the rally can commence. (Note : A copy of the agreed contract needs to be provided to NHQ.
- With the Rally Manager, commence work on establishing a realistic budget for the rally. This will require a reasonable understanding of what the rally program will consist of especially in high cost areas such as site rental, catering and events.

- The RLO assists in the preparation of a draft budget for the committee's review and acceptance. Whilst likely costs are easier to establish, income will depend on the number of registrations received from members and estimates normally have to be used. Generally, the rally should aim to reach a break-even point where possible.

- Ensure it is understood by the RM and Rally Team that in the initial discussion of negotiations with the town/council/show-ground that Solos Network Committee will have final approval on all aspects of the planned rally. Once Solos Network Committee has approved, they will step back and allow the Rally Team to organise as they please. Of course, there will be regular updates from the RLO to ensure correct protocols are adhered to.

- Ensures that all before and after rally property inspections are carried out with appropriate third-party personnel and signed off to mutual satisfaction. Before and after photos are required.

- Be responsible for the delivery, unpacking, repacking and removal of the Storage Boxes that hold rally equipment. Complete a detailed inventory of contents when packing up to forward to the next Rally Manager and appropriate coordinators so they are aware of what supplies are available and what may need to be purchased

- Along with other members of Solos Network Committee, prepares, evaluates and maintains written procedures;- debrief doc, PD's, Rally time line, Committee timeline, Business plan & Mission Statement, relating to the management and operation of the CMCA Solos' Network rallies, and other related activities as part of the Solos Network Committee team

- Provides feedback on rally matters which the committee would be expected to be aware of in the planning and running of a rally.

Note: Currently the rally fees are established during the previous rally, this indicates that major costs for the next rally need to be locked in at least 6 months in advance. Points to consider are;

Points to consider are:

- What showers, toilets, marquees, shelters may have to be hired. This could include amenities for disabled people if the others are not suitable.

- Kitchen facilities – urns, ovens, BBQ availability

- Available number of Powered sites

- Does the local authority provide exclusive use of the site during the rally period ?

- Buildings that can be used for our requirements – Seminars, dinner dance, meetings, Rally Office, Committee office etc.

- Garbage collection – what council will provide – cost to committee over and above this.

- Cleaning

Note: Every town is different, it is important to know intimately what is required to hold a successful rally and then to compare what we need, to what the town can or will be willing to provide. A minimum requirement list will be provided by committee.

## QUICK OVERVIEW – FOR RALLY LIAISON OFFICER

(RALLY MANAGER AND PRESIDENT SHOULD BE AWARE OF THIS AS WELL)

- Find town – do 'mini assessment'
- Open communications with 'powers that be', in the town
- If town facilities appear to be ok, based on assessment provided discuss further
- Determine price – based on 250 – 300 vans, say 14 days  
EXCLUSIVE USE – get in writing the price and exclusive use. It is crucial that the RLO be aware that there is a ceiling on the site costs we pay. The contract will be formalised in a couple of months' times – but before you set big plans in motion, ensure you have the price and exclusivity requirements locked down FIRST.
- If all ok – do full risk assessment.
- Send report to Solos Network Committee & photos
- If Solos Network Committee agree – it's go ahead
- RM can now assemble a team – Asst. Rally Manager and coordinators
- Send PD's and debrief document immediately – and verbally talk about info from de-brief doc and past problems
- RM - Ensure volunteers know their role – don't be put off by people who have done it before and think they know it all – be strong
- ENSURE RM TIMELINE HAS BEEN STARTED

# Secretary

## Position Description & Responsibilities

CMCA requirement / Executive Officer / Account Signatory

The Secretary is a member of the Solos Network Executive. In this role the Secretary attends to a number of administrative duties in managing the affairs of the Solos Network.

It is a requirement that there is access to computer systems and above average computer skills.

The Secretary schedules quarterly meetings of the committee either face-to-face or via on-line services i.e. Zoom, as required.

The Secretary supports the President by being conversant with all instructions and policy issued by the CMCA Head Office and has a good working knowledge of the CMCA Constitution and the Manual of Operations.

With the President, the management and updating of the Committee's "Administration Requirements" book from time to time is considered to be part of the secretary's role.

## Procedures

- Assists the President in managing the Solos Network in accordance with the guidelines issued by the CMCA Board.
- Prepares agenda and ensures that the minutes of all committee and general meetings are appropriately recorded.
- After each committee meeting, writes up and circulate the minutes.
- To write any letters in accordance with any instructions given at the meeting and to carry out any other directions of the meeting.
- To have an administrative role in all computer programs and social media platforms.
- Attends to the member voting requirements on any related matters.
- Attends and contributes to at least three Committee meetings a year and participates in email communications.
- If absent from meetings, appoints another committee member to perform the Secretary's function.
- Handles all in-coming and out-going correspondence in an effective and timely manner, keeping appropriate records.
- Ensures that legal regulations are met, particularly at rallies.

- Liaises with PR/Media Officer to ensure that links to the Solos Network in all CMCA publications such as The Wanderer and the CMCA website, remain current.
- Maintains files in Dropbox. In conjunction with President, may make changes to files.
- Responsible for updating all Bird Chapter committee members following annual AGM's and have this information updated on the Solos website.

# Treasurer

## Position Description & Responsibilities

CMCA requirement / Executive Officer / Account Signatory

The Treasurer, together with the President, Secretary and Vice President is a member of the Solos Executive committee. In this position the Treasurer oversees and is responsible for a wide range of financial activities associated with the running of the Solos Network.

The position interfaces with several committee members, in particular the Rally Liaison Officer, Membership Officer and the Assistant Treasurer.

The Treasurer has full control of the membership database CRM, Xero Accounting program and the Solos bank accounts and therefore must have at least a general knowledge of bookkeeping and accounting procedures and demonstrates sound computer skills.

At Solos rallies the Treasurer is required to establish good working relations with the appointed Admin Coordinator to ensure registrations are managed correctly. In addition, The Treasurer will have a direct line of contact with the Rally Treasurer. Involvement with the RLO and Rally Manager maybe required in the setting of the rally budget.

The Treasurer receives quarterly allowance of \$120 towards telephone/internet expenses incurred in performing the Treasurers Role

## Procedures

- Best practice handling of all CMCA Solos Network accounts through use of the Solos web based online programs.
- Safely filing and/or electronically recording, in a retrievable system, all relevant CMCA Solos Network financial documents such as invoices, receipts, petty cash and other vouchers, cheques, statements, etc.
- Managing and processing all expenditure, purchases, payments, refunds and bank reconciliations.
- Understanding the requirements of the Assistant Treasurers role so that it can be managed satisfactorily.
- Attending and contributing to CMCA Solos Network Committee meetings held during the year in person or via Zoom and at each Solos Rally and participating fully in Solos Network Committee email communication.

- In conjunction with the Rally Liaison Officer and the Rally Manager, assisting with the Rally budgeting process and obtains Committee approval.
- for Solos Merchandise. This includes working with an appointed Merchandise Team Leader for the ordering of stock, stock taking at the start and end of each rally and managing stock control and financial transactions to do with purchase and sales of merchandise.
- Managing the preparation of the Annual Financial Statement and presenting it to the CMCA Solos Network's AGM with a copy forwarded to CMCA NHQ.
- Together with the Secretary, helps manage the completion of the 'Annual Chapter/SIG Update' form for forwarding to NHQ within 30 days of CMCA Solos' Network Annual General Meeting so that the assets can be correctly covered in the CMCA Insurance policy.
- Preparing the Treasurer's Reports and Financial Statements for the CMCA Solos Network Carrier Pigeon and Newsletter
- Supervising and taking responsibility for the activities of the Assistant Treasurer.
- providing the Assistant Treasurer with ongoing training for the purpose of moving up to the Treasurer's position when required.

## Procedures and Timelines

### WITHIN 3 DAYS

- As a Solos Committee member, check all incoming emails from Committee members, and respond accordingly.
- Check the Bank Statement, and record all Debits and Credits, to do Bank reconciliations by month end.
- Use ANZ online banking system to make payments of any Invoices received or Accounts to be paid and then use Xero Accounting system to record these payments and attach copies of Invoices paid to the Xero payments to provide documentation for the transaction.
- Record in Xero any automatic bank payments made during each month.
- Pay any Refunds due to Rally cancellations etc.
- If notified of any deaths, send email to Committee members to advise of members death. Check if any refund due, contact NOK and arrange payment.

### MONTHLY

- Use Xero to do Bank Reconciliation of all payments into and out of Bank Account each month (Assistant Treasurer is responsible for recording all payments into the Bank in Xero system).
- Calculate Income and Expenses in a simplified format using an Excel spread sheet each month. (to go with 6.1)

### 3 MONTHLY

- Pay three monthly Phone/ Internet payments to Committee, Webmaster, and Rally team as appropriate.

### 6 MONTHLY

- Write Treasurers Report for May and November Newsletters, including 6 Months Income and Expenditure figures.
- Attend Rallies and participate in Committee meetings.
- Write Treasurers Report to read at March Rally, and then write Annual Treasurers Report to read at September Rally.
- After Rally change CRM and Xero Settings for next Rally. Change CRM Password and inform all Users.

### ANNUALLY

- Send 30th June Bank Statement to CMCA Accounts.
- Action Manual Adjustments to Xero system to get correct figures organised for printing the Annual Balance Sheet, and Profit and Loss Statements for display at Rally, and to send to CMCA. (Manual Adjustments required for Income and Expenses not related to the current Financial Year).

## Treasurer Role for Rallies

### Before the Rally

- Pay out deposit to Council, Show Society etc when required, well before rally.
- With Committee, examine proposed Budget, and agree to budget when acceptable.
- Pay out Rally Float to Rally Manager 6 – 12 months before rally for RM to cover pre rally expenses. Advise receipts required for all costs incurred and request bank details for reimbursement.
- Cancellations. Check all Rally information in the members file in CRM has been removed and if not contact Rally Admin to action. Make “Next Rally” CANCELLED in front of rally name. Contact each person cancelling rally to get their Bank details for an EFT Refund, create Credit Note in XERO, and pay out as many refunds as possible before rally. Action through Xero and Bank.
- Collect Cash from Bank for Rally Float before arriving at Rally (if no ANZ branch in local town). Ensure there are enough plastic Coin bags, cloth Cash bags, rubber bands to deal with a lot of cash.

# During Rally

## 1. Floats

- Set up Floats for Tours, Merchandise, Dinner sales, and any other needs.
- Provide Rally Treasurer with a \$2000-\$3000 float for Cash Payments incurred during rally – reimbursements for Money spent on items for rally needs.

## 2. Merchandise

- Manually adjust Merchandise Stock to reflect any items arriving at the rally and new purchases that may have arrived.
- Supervise the Count and do Stock Take of Merchandise and keep secure during rally. Print out Merchandise sales sheets to record daily sales.
- Collect Cash Boxes from Merchandise Team Leader daily and record daily sales sheets. Coordinate a merchandise stock stake if necessary in addition to those undertaken at the start and end of the rally
- Write a note for last rally night to thank Merchandise sales volunteers for running Merchandise desk and give report of amount of total Sales of Merchandise.

## 3. Rally Invoices and Accounts

- Cash counted at end of each day to check balances are correct.
- Receive from the Rally Treasurer and pay all Invoices and Accounts for Rally Expenses and record in CRM, Xero.

## 4. Refunds & Cancellations

- Continue to pay out Refunds for any Cancellations.

## 5. Committee Responsibilities

- Attend any Committee Meetings held before / during rally.
- Attend Forum . Be prepared to talk on any financial topics that may be raised.
- Attend General Meeting, and AGM. Let Solos know if you want to stand at next AGM as Treasurer – to give plenty of time to find a replacement if not. If not planning to re stand for the position announce as early as possible to find a replacement and possibly train that person into the role.
- Write Treasurers Report to be delivered at the General Meeting and AGM at Rally. Deliver Treasurers Report and send report to Secretary to hold on record.
- Prepare Rally and EFY Profit and Loss Statements and Balance Sheet to go on Notice Board prior to General Meeting or AGM

- Calculate Rally expenditure in Rally town for announcements on last night.
- On the last full day of the rally Change CRM to reflect new rally site and new rally details. Take a copy of previous CRM screen BEFORE starting to move items so the same structure remains in place.
- Add next Rally Site Name to Xero and add “Next Rally Income and Expenses” to CRM.

## After Rally

- Change CRM Password , and notify all those who have access to CRM. – including Facebook moderators.
- Change all Rally details on CRM on the last full rally day ready for new Rally Registrations to be taken on-line.
- Add Next Rally name to Xero Accounts -Settings, General Settings, Tracking, Add Tracking Category.
- Find out who Admin Coordinator is for next rally and give them CRM access and teach them how to operate CRM. See Appendix 3 in Rally Position Descriptions for correct procedure.
- Reconcile all Cash, Treasurers Float, then add all Rally takings, Merchandise, Tours, Dinner Dance, Smiley Bus, OP Shop Fashion show sales, etc. Record all Cash transactions in Xero.
- Stagger !!!!! with cash bags to bank to Deposit.
- Do Stock Take and count all Merchandise, and pack away for transport to next Rally. Make any Manual adjustments for items given to First Timers, and any other changes to stock. Note any items that need to be purchased before next rally and arrange to purchase these over next months.
- When all accounts paid after Rally – do a Profit and Loss statement and send copy to RM.
- At end of Treasury role, be prepared to spend adequate time assisting the new treasurer in all aspects of CRM, Xero and Online Banking.
- Go to Bank with all new Committee Members who have signing rights on Bank to arrange transfer. Take AGM Minutes, signed by President to Bank, where it lists all agreed changes to new Committee.

# Assistant Treasurer

## Position Description

This position reports to and works with the Solos Network Treasurer and is a full member of the elected Solos Committee. The position requires an above average knowledge of computers and confidence in working with software packages and databases currently employed by the committee - CRM Membership System and Xero accounting program.

Use of a laptop or computer with Internet access, and a good knowledge of Book keeping and Accounting Procedures is a requirement of this position.

Whilst there is a need to have basic understanding of all the workings of the Solos Treasury, the prime focus of this position concentrates on managing the income side of the Solos Network. This falls into the following activities

- Receiving Annual Membership renewals
- Receiving New Membership payments
- Receiving Rally Registration payments
- Managing income derived from various rally activities.
- Providing rally refunds as necessary
- Updating Member Financial Status in data base when annual admin payments are received.
- Support and assistance to the Treasurer as required.
- Play an active role in the decision making of Committee policies and procedures of the Solos Network
- Be available to attend our 2 Rallies per year (where humanly possible).
- Preferably commit to the position for 2 years.

Whilst not mandatory, the position of Assistant Treasurer is considered to be a stepping stone to the Solos Network Treasurer position.

A quarterly remuneration of \$120 is paid to meet out of pocket expenses incurred in managing this position.

Help will be readily available so you have time to familiarise yourself with the procedures. Instructions for General Procedures will be provided to the incoming AT in the form of written instructions and one on one personal help from the outgoing AT

## Procedures

### Time Line: Every 3 Days (where possible)

Log in to Bank Site and record all Incoming Deposits in a Ledger.

Direct Payments will generally be for:

- Annual Administration Fees
- New Member Fees
- Rally Fees
  - Check all Emails received in Webmail
- Committee read and respond move to folders.
- Website generated - allocate to relevant folders e.g. Rally Registration, Admin Fee, New Member.
- All other read and respond
- Move from Inbox to appropriate folders.
- Open CRM check for any notes on Home Page.
- Find correct Member file.
- Enter any blanks in the Ledger e.g. CMCA #, Name.
- Make the necessary changes to Member record in CRM, where applicable, depending on the type of payment e.g Financial Year, Joining Year, Next Rally, Enter Date Power Paid.
- Create Invoice and Receipt using Xero.
- Record Inv # in Ledger
- Email confirmation of payment and copy of paid invoice to Member (using applicable email template) or send text/SMS if no email recorded. Include in message a welcome and the password for the Members Only section of the Solos Network website
- For New Member forward copy to Membership to send Introduction Information when Admin Fees received.
- Membership Officer to check CRM for Payment so New Member can be invited to the Solo Network Facebook

### Time Line : Before a Rally

- Check bank account daily for new Rally Registration payments and New Members who are coming to the Rally.
- Allocate all Rally Management Team (10) and Committee (7) powered sites upfront with a Date Paid of when Registrations opened.
- Enter Date Power Paid when members money is received as part of a rally payment.

- Arrange to be in the area a few days before your entry into the rally – this will be the week before the start date of the rally and you will need to stay on for an extra day or two at the end as well
- Help with Unpacking of the Office and Merchandise Boxes

## Time Line: During the Rally

- Prepare for all Cash Sales at Rally
- Collect Floats and Cash Boxes from Treasurer for
- Bookings for Tours
- Dinner Dance tickets
- Print cash tally sheets and daily sales sheets
- End of Day
- Collect and verify daily takings and reconcile float tins for next day
- Setup Cash Management Account in Xero and Float for my desk for
- Payments
- Unders and Overs related to Rally Payments and Admin Fees
- Late comers to Rally
- New Members joining at Rally
- Extra nights, Power etc.
- Registrations Next Rally

## Daily

- Record all Cash Payments and Refunds in Xero
- Email or Text receipts to members
- Check and record entries to Bank
- Liaise with Rally Admin to receive updated lists of Rally information if required eg.
- Calculate total in attendance
- First timers
- Powered sites
- Couples attending
- Attend:
  - Office during opening hours
  - Committee meetings as required
  - AGM
- Print alphabetical List of all Financial Solos on site
- Organise for Registration of Members attending meeting

- Set up tables and chairs for committee to mark off members as they enter the venue
- Registrations for next Rally
- Enter all paid Registrations in CRM
- Receipt payments and email or text to Members

## End of Rally

- Reconcile all Cash Income
- Bus Tours
- Dinner Dance
- Cash Management account and cash tin
- Consolidate and count all cash held ready for banking.
- Pack up the Office and your Van.
- Take a well-earned break!

# Public Relations and Media

## Position Description & Responsibilities

As a member of the Solos Network Committee, the incumbent is involved in all communications within the committee and therefore a sound level of computer skills is required. Receiving of email correspondence and responding in a timely manner is expected. Is an active member of the Solos Network Committee in decision making and assisting where required.

Managing the creation of a quarterly newsletter is one of the important tasks of this position as is the distribution of 'Carrier Pigeon' emails when required.

Is involved in close communication with Rally Managers in raising community awareness about upcoming Solos rallies through local media outlets.

A good working relationship with all Solos Chapters is expected in order to promote various activities which are of benefit to both parties.

Liaises with the Webmaster on behalf of the Committee, for website matters arising between meetings. Where possible all website matters will be discussed, and decisions made with the involvement of the Webmaster at committee meetings.

## CMCA Interactions

- In conjunction with the SN Committee, coordinates promotional activities and events that the Committee deems appropriate, including:

- 1) a workshop presentation on the SN at CMCA rallies,
- 2) a SN Information Table at CMCA rallies, and
- 3) an information table on Solos Open Day.

- Liaises with CMCA staff to maintain communication and identify promotional opportunities.

- Prepares and submits articles and Solos Network Rally information to the CMCA Wanderer Magazine and other suitable publications.

## General

- This opposition is an active member of the Solos Network Committee in decision making and assisting where required.

## Procedures

- Prepares and distributes to the membership a quarterly SN newsletter.

- Compiles Newsletters 4 times a year for distribution on the first day of February, May, August and November.

- Seeks SN Committee reports as required for each newsletter:

- Presidents Report – 500 words (1 x A4 page) every quarter
- Membership Report – new member list every quarter
- Rally Liaison Officer’s Report – 500 words (1 x A4 page) every quarter
- Treasurer’s Report – full report May and November quarters, summary report at
  - February and August quarters

- Requests an article from the SN historian, with a maximum of 250 words (half an A4 page).

- Liaises with each Bird Chapter contact person to collect information for the newsletter. Articles to be approx. 250 words in length (half A4 page), accompanied by 3(?) photographs and due by the 15th of the preceding month, ie January 15th, April 15th, July 15th and October 15th.

- Sends draft newsletters in .PDF format to the SN Committee for endorsement by 3 min. members. Makes changes as required.

- Distributes the endorsed newsletter to the membership in .PDF format by email. For SN members who receive hard copies, contacts SN volunteer responsible for hard copy distribution 3 days prior to emailing the newsletter to agree on a distribution date.

- Emails newsletter to Webmaster for uploading as a password protected item to the SN website.

- Posts the newsletter in the Files section of SN Facebook page and creates a FB post to advise members the newsletter is available via FB and the SN website.

- Contacts CMCA staff in December each year for names and contact details of office-bearer’s elected at Solos Chapter AGMs, and liaises with the Webmaster to post the information on the SN website.

2.Prepare and distributes to the membership as required a SN Carrier Pigeon (CP) for urgent information.

- Consults with the President and relevant Committee members in preparing the CP.

- Forwards draft CP in .PDF format to the SN Committee for endorsement by 3 members.

- Contacts SN Volunteer responsible for hard copy distribution (If any) 3 days prior to emailing to agree on a date for distribution. Emails CP in .PDF format.

- Emails CP to SN membership.
- Emails CP to Webmaster for uploading to the SN website as a password protected document.
- Posts CP in Files section of SN Facebook page and creates FB post to advise members that CP is available via FB and SN Website.

3. In consultation with the Rally Manager, raises community awareness about upcoming SN rallies through local media outlets.

- Seeks media contacts for newspapers, TV and radio stations, and other media outlets within the area from the Rally Manager.
- Develops a media plan.
- Two weeks prior to the rally, provides a media release and follows up responses.
- Two days prior to the rally follows up media releases.
- Meets with media personnel during the rally and organises interviews and photographs.

4. Raises awareness of Solos Chapter events with the CMCA and SN membership.

- Encourages Bird Chapters to post their upcoming chapter events on both SN and CMCA Connect Facebook pages.

5. Liaises with the Webmaster on behalf of the SN Committee, for website matters arising between meetings. Where possible all website matters will be discussed and decisions made with the involvement of the Webmaster at the SN committee meetings.

- Ensures all information on the SN website is accurate and up-to-date.
- Provides the Webmaster with updated information for posting on the website as necessary.
- Post-SN rallies:
  - Organises a photo/s of the new committee and provides it, with contact details, to the Webmaster for posting on the SN website.
  - Advises new committee members of their SN email address and requests the Webmaster to change the email password.

6. In conjunction with the SN Committee, coordinates promotional activities and events the Committee deems appropriate.

- In the lead-up to each annual CMCA Rally:
  - contacts the CMCA Rally Manager to request a time slot in the rally program for a presentation on the Solos Network;

- organises for two SN members to present a workshop about the SN at the CMCA rally.
- In collaboration with the CMCA Chapters Information Team (Team Leader Janice Hills 0401 016 525), organises a SN Information table at CMCA rallies.
- Organises an information stand for Open Day at SN Rallies.

7.Liaises with CMCA staff to maintain communication and to identify promotional opportunities.

- Posts SN events, ie Spring and Autumn rallies, on the Events page on the CMCA website, and also submits them for the Events section of the Wanderer.
- Posts a Solos item on CMCA Connect Facebook page each month.
- Approximately 14 weeks prior to each SN rally, provides the SN rally registration form to CMCA staff for inclusion as a fly sheet with the Wanderer magazine scheduled for release two months prior to each rally. NB: cut-off times for each edition is 6 weeks prior to release date.

8.Prepare and submits articles and Solos Network Rally information to the CMCA Wanderer Magazine for publishing and to other publications deemed appropriate.

- In consultation with the SN Committee, prepares a major article twice annually (suggestion – following each SN rally) for inclusion in the Wanderer magazine. Email articles to Tess Bertoldi [tessbertoldi@cmca.net.au](mailto:tessbertoldi@cmca.net.au) and cc to Richard Barwick [richardbarwick@cmca.net.au](mailto:richardbarwick@cmca.net.au)
- Submits short articles (maximum 500 words plus 2 photos) periodically to the Wanderer editor for consideration for the Chapter Calendar section (articles will be included if there is space).
- Lists SN rallies on CMCA website under Chapter Events.
- Is an active member of the Solos Network Committee in decision making and assisting where required.

## KEY CONTACTS

### •CMCA

Tess Bertoldi  
 Ph: 02) 4978 8788  
 Email: [tessbertoldi@cmca.net.au](mailto:tessbertoldi@cmca.net.au)

•CMCA Office Manager

Sue Murray, responsible for SIGs and Chapters  
Ph: 02) 4978 8788  
Email: [suzannemurray@cmca.net.au](mailto:suzannemurray@cmca.net.au)

•Wanderer Magazine Editor

Malcolm Street, Editor-at-Large  
Not contactable by phone, email only at [editorial@cmca.net.au](mailto:editorial@cmca.net.au)

•SN Volunteer, hard copy distribution

Cathie O'Shannessy Ph: 0408 205 172  
Email: [cathie66@gmail.com](mailto:cathie66@gmail.com);  
[cmcasolos@gmail.com](mailto:cmcasolos@gmail.com)

SN Webmaster Geoff Philips

Ph: 0427 038 203  
Email: [geoffph@mac.com](mailto:geoffph@mac.com)

# Membership Liaison Officer

## Position Description & Responsibilities

The Membership Liaison Person is a member of the Solos Network Committee. In this role they are the major contact point between the Solos Network and its members. Contact details for the Membership Liaison Person are published in the Solos Network's website, the CMCA's Wanderer magazine and every Solos Network newsletter. The Membership Liaison Person's main task of communicating with current and prospective members is carried out on the telephone, by email and in person at Solos Network rallies, chapter gatherings and at any campsite all over the country. Good telephone and computer skills are a prerequisite, especially since one of the major jobs is entering, maintaining and extracting data from the network's database, CRM. A willingness of learning to use the database as well as the basics of the account keeping system Xero is also required.

### Procedures

- Receive membership applications via the Solos Network website, enter all details into CRM, contact the new member, initially with a welcoming email, directing them on how to pay their administration fee. Once payment is received, follow up with an information email plus most recent newsletter. Mail a large and small Solos sticker.
- Advise prospective members on how to access and complete the Application for Membership from the website. If the prospective member finds that process too difficult, get all their relevant information on the phone and enter straight into CRM. Advise the prospective member on how to pay the administration fee, and if that process is too daunting, accept their credit card payment on the phone. The same applies to the payment of rally fees.
- Utilising CRM, communicate with the Solos Network Assistant Treasurer to ensure all members are financial.
- Follow up late renewals.
- Manage and record renewals and changes to address and other details in CRM
- As published first membership contact, accept an average number of 10 to 15 phone calls a week as and when necessary, concerning all aspects of membership and prospective membership.
- Discuss with tact and understanding individual membership concerns, and resolve them in conjunction with the Solos Networks Committee.
- Maintain awareness and follow up of any individual member's special needs including (but not limited to) ill health, accident or bereavement.

- Maintain a current register of Solos Networks members in CRM, and liaise annually with CMCA NHQ to ensure that their records are being updated.
- Every six months, usually in July and January, extract member information from CRM and pass on to Webmaster for updating contact lists on the Solos Network website.
- Attend monthly Zoom meetings of the Solos Networks Committee as well as meetings at rallies, if and when required. Also participate fully in Solos Network Committee email communication.
- Prepare membership related articles, including current membership numbers, list of new members for the quarter, and other items for the Solos Networks newsletter.

## CO-OPTED POSITIONS

# Historian

## Position Description & Responsibilities

The position of Solos Historian is a permanent co-opted position on the Solos Network Committee and manages, as a permanent record, the various events – mainly rallies - which the Solos have been involved in over many years. It reports to \_\_\_\_\_ and carries no voting rights on the committee.

The main areas of responsibility are as follows.

- Has access to the 'Solos History' folder in drop box.
- Understands what records are held in the various history folders and is able to supply historic information as required from time to time.
- At the end of each Solos event, updates the History folder with a brief summary and suitable photographs which are worthy of recording.
- Continues the practice of identifying events from the past which are worth re-visiting and are featured in the Solos Newsletters as 'Flashbacks'
- Adds information on the appointment of Life Members and Founding Members
- Maintains a record of the recipients of the 'Al Carroll Award' and 'Quiet Achiever Award'
- Updates the rally venue record file with member names of the Rally Management Team

# Webmaster

## Position Description & Responsibilities

This is a co-opted position which liaises and reports to the Solos' Committee through the PR/Media Officer. For all communication purposes the Webmaster uses the generic email address -

The Webmaster receives a payment of \$40.00 per month, paid on a quarterly basis, to meet out of pocket expenses— increased data fees etc.— in managing the Solos Website.

## Purpose Statement

The Solos Network Website provides an easy-to-navigate, interactive portal for members to access a broad range of information and to undertake various functions relating to their membership. The Solos Network Committee identifies and implements strategies, with the assistance of the Webmaster, to ensure the Website meets member needs in an increasingly digital environment. Given that a significant number of members seek Solos Network information via our private Facebook page, we will continue to identify opportunities to strengthen the interface between our Website and Facebook and other related platforms where applicable.

## Procedures

Liaison and monitoring accounts with the Solos Network hosting company (currently PANTHUR Webhosting) and the SN Treasurer, and managing technical support requirements as necessary.

Building, maintaining and updating website and email services as required. This includes regular testing and running all available protection software, and taking any required action as necessary.

Diagnosing and resolving all website and email issues as they arise, including blocking and filtering access as required.

Reporting and resolving any issues not within the Webmaster's control to the SN hosting company.

Changing and choosing any passwords for the SN domain, website or any SN email account/s and immediately acting upon any suspicious activity detected.

Details of Panther (website) and Horde (webmail) passwords will be recorded by the Webmaster and a copy provided to the SN President.

Layout and design of the Website will be undertaken by the Webmaster, with input from the Committee as appropriate.

As the elected representatives of the membership, the Committee is responsible for deciding, based on feedback from members, what is relevant and appropriate to post on the website. Input may be requested from the Webmaster as required or appropriate.

The Webmaster will post content provided by the PR/Media Officer on behalf of the Committee. The Webmaster is not responsible for the content, or any perceived errors in the content, provided by the Solos Committee.

Requests from the Committee for changes to the website will be made by the PR/Media Officer. These will be implemented by the Webmaster, with negotiation as required to achieve the Committee's purpose.

On a routine basis, content and uploads will be requested by the PR/Media Officer without requiring direct Committee approval. Consultation with the relevant Committee member will be undertaken as necessary by the PR/Media Officer.

The Webmaster will provide feedback and input to the Committee for continuous improvement of the design, layout and content of the site.

The Webmaster will provide summaries of site statistics and host performance to the Committee on request, including traffic and site security.

The Webmaster will develop a training program to facilitate an Assistant Webmaster capable of managing the day-to-day requirements of the Website. There will be a need to establish a sound working relationship with the Assnt. Webmaster.

This position description will be reviewed at least every two years by the SN President to facilitate a productive partnership between the Committee and the Webmaster, this will ensure the website continues to meet member needs in a changing digital environment.

# Merchandise Controller

## Position Description & Responsibilities

This position reports to Solos Committee through the Treasurer.

### Primary Role

To manage the inventory and sales of all merchandise purchased by the Solos' Committee for the benefit of Solo members. This primarily occurs at the two Solos rallies held each year, but includes providing a sales service between rallies if required. It does not come under the control of the Rally Manager, but is overseen by the Solos Committee Treasurer.

Areas of responsibility:

- Maintain records of stock held in Rally storage boxes.
- Be on-site prior to the rally to take possession of all merchandise stock.
- Arrange for reasonable security of stock at the rally site through the Site Coordinator.
- Consult with the Site Coordinator regarding the best area to erect merchandising tables.
- Create a timetable of hours which allows members adequate periods to purchase goods from the Merchandising Desk. It will be necessary to have a team of helpers who can be rostered to help operate the desk.
- It is suggested that the sales desk can be open on 3 days (min) for a reasonable period of time (say 2 hours). This should dovetail with on-site activities when members may wish to buy goods. It is likely that the sales desk will not be required on the last 2 days of the rally
- Advertise opening times in the Program
- A cash box and cash float will be supplied by the Treasurer.
- At the end of each day sales should be balanced against takings..
- The Daily Sales sheets need to be filled in and reconciled. Put this in the cash box along with the float and sales money and return at the end of the day to the Assistant Treasurer.
- A stock-take must be completed at the end of end of the rally and a copy forwarded to the treasurer
- Only items that are sold by the Solos Network, and which will benefit members, are to be sold on the stand.

Other Responsibilities

- Research any new products that may benefit members and recommend to the Solos' Committee.
- Obtain quotations and arrange approved orders and freight via the Treasurer.

- Advise on pricing of current and new products with agreed mark-ups

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