

President Position Description (CMCA requirement / Executive Officer / Account Signatory):

- Is fully conversant with the CMCA Club's Constitution and upholds it at all times.
- Promotes and protects the "Wanderers Pledge" ethos of the CMCA, and the special mutually supportive culture of the CMCA Solos Network.
- Liaises with CMCA Management and Board on behalf of CMCA Solos Network.
- Attends or appoints a delegate to the Chapter Forum sessions at CMCA Rallies.
- Keeps CMCA Solos Network Committee and members fully informed about any Board decisions impacting upon Solos Network members.
- Chairs or appoints a delegate to Solos Network meetings including AGM and discussion groups.
- Controls and directs discussions tactfully and respectfully, and delegates activities to encourage and promote teamwork, enthusiasm, innovation and leadership in current and potential CMCA Solos Network Committee members.
- 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, prepares committee related articles and other items for the CMCA Solos Network Carrier Pigeon and Newsletter, following protocol as detailed at <https://solosnetwork.net/resources/GlobalCommsPolicy.pdf> In conjunction with the CMCA Solos Network Committee, accepts responsibility for any material published in the CMCA Solos Network publications and website.
- Understands the basic roles of all CMCA Solos Network Committee positions and the processes involved to enable reasonable interface with the Solos membership at all levels.
- In conjunction with the CMCA Solos Network Committee, accepts responsibility for ensuring safe and appropriate conduct at official CMCA Solos Network rallies.
- Protects the interests of individual members of the CMCA Solos Network.
- Acts as referee in significant matters.
- Establishes and maintains a good public relations profile with the outside community to further the objects of the CMCA in general and the Solos Network in particular.

Duties of CMCA Solos Network Committee

Secretary (CMCA requirement / Executive Officer / Account Signatory):

- Assists the President in managing the CMCA Solos Network in accordance with the guidelines issued by the CMCA Board.
- Represents and/or stands-in for the President whenever the President is unable to attend.
- Prepares Agenda and ensures that the minutes of all CMCA Solos Network committee and general meetings are appropriately recorded.
- Ensures that only current/financial members of the CMCA Solos Network vote on any related matters.
- Attends and contributes to at least four CMCA Solos Network Committee meetings a year and participates fully in Solos Network Committee email communication.
- If absent from meetings, delegates another committee member (in conjunction with the CMCA Solos Network Committee) to perform the Secretary's function.
- Handles all in-coming and out-going CMCA Solos Network correspondence in an effective and timely manner keeping appropriate records.
- Ensures that legal regulations are met, particularly at rallies.
- In conjunction with Rally Liaison Person ensures that all before and after rally property inspections are carried out with appropriate third party personnel and signed off to mutual satisfaction.
- Fulfils CMCA Manual of Operations notice and reporting requirements.
- Prepares and maintain written procedures relating to the management and operation of the CMCA Solos Network rallies, and other related activities.
- In conjunction with the CMCA Solos Network Committee and co-opting members if necessary, prepares, publishes and distributes the CMCA Solos Network Carrier Pigeon and Newsletter, following protocol as detailed at <https://solosnetwork.net/resources/GlobalCommsPolicy.pdf>
- In conjunction with the CMCA Solos Network Committee and co-op
- In conjunction with the CMCA Solos Network Committee and co-opting members if necessary, attends, initiates and manages various promotional activities and events that the Solos Network Committee deems appropriate from time to time.
- Liaises with CMCA NHQ to ensure that references and links to the CMCA Solos Network in all CMCA publications including but not restricted to *The Wanderer* and the CMCA website, remain current.
- In conjunction with the CMCA Solos Network Committee liaises with the Membership Liaison Person to ensure all references and links to the CMCA Solos Network website are correct and appropriate.
- In conjunction with the CMCA Solos Network Committee ensures Solos Network members are kept fully informed about any Board decisions and/or NHQ communications impacting upon Solos Network members.
- Liaises with other Chapter/SIG Committee Members on mutually relevant issues and ensures the preparation of the Chapter/SIG 'Calender' and 'Happenings' for each monthly e-issue of *The Wanderer*.
- In conjunction with the CMCA Solos Network Committee, manages "special projects" as they arise, co-opting assistance from individual CMCA Solos Network members as necessary.

Duties of CMCA Solos Network Committee

Treasurer (CMCA requirement / Executive Officer / Account Signatory):

- Responsible for the methodical and best practice handling of all CMCA Solos Network accounts through use of the Solos Network “Xero” web based online accounting software for invoicing/ billing, accounts payable, bank reconciliation and bookkeeping.
- Safely files and/or electronically records in a retrievable system, all relevant CMCA Solos Network financial documents, such as invoices, receipts, petty cash and other vouchers, bank passbooks/ statements, etc.
- Attends and contributes to at least four CMCA Solos Network Committee meetings a year and participates fully in Solos Network Committee email communication.
- Manages subscription and rally income, and related banking requirements
- Manages expenditure, payments and asset register.
- Manages the preparation of financial statements and presents them to CMCA Solos Network meetings.
- Manages the preparation of the Annual Financial Statement and presents it to the CMCA Solos Network's AGM with a copy forwarded to CMCA NHQ.
- In conjunction with the Rally Liaison Person and the Rally Manager, directs the Rally budgeting processes.
- In conjunction with the CMCA Solos Network Committee, provides budgeting for special projects.
- Manages the completion of the ‘Annual Chapter/SIG Update’ form and forwards a copy to NHQ within 30 days of the CMCA Solos Network Annual General Meeting so that the assets can be correctly covered in the CMCA Insurance policy. Liaises with the Solos Network Secretary with completion of this form and the required attachments, and despatch to the CMCA National Headquarters.
- Communicates with the CMCA Solos Network Membership Liaison Person utilising the CRM membership management system bulk invoicing options to ensure that all Solos Network Members are financial
- In conjunction with the CMCA Solos Secretary, prepares Treasurer related articles and other items for the CMCA Solos Network Carrier Pigeon and Newsletter, following protocol as detailed at <https://solosnetwork.net/resources/GlobalCommsPolicy.pdf>
- Oversees, supervises and takes responsibility for the activities of the Assistant to the Treasurer, external office services provider, and co-opted CMCA Solos Network members for Accounts Services, Merchandising and any other related activities.

Duties of CMCA Solos Network Committee

Membership Liaison Person:

- Is the major Membership contact point between the CMCA Solos Network and members through published details in *The Wanderer* magazine.
- Accepts an average number of 10 to 15 phone calls a week as and when necessary concerning all aspects of membership.
- Discusses with tact and understanding individual membership concerns and resolves them in conjunction with the CMCA Solos Network Committee
- As published first membership contact, discusses all aspects of CMCA Solos Network talking at length with prospective members.
- Arranges with prospective members how to download the “Application for Membership” from the website; and with support from Assistant to Membership Liaison Person, arranges printing and forwarding the Application directly by mail if necessary.
- Attends at least four CMCA Solos Network Committee meetings a year and participates fully in Solos Network Committee email communication.
- Maintains a current Register of CMCA Solos Network members and liaises regularly with CMCA NHQ to ensure that their records are being updated.
- In conjunction with the CMCA Solos Network Treasurer, liaises, discusses and directs as necessary the activities of the external office services provider as necessary to ensure membership files are updated utilising the support from the Assistant to Membership Liaison Person as required.
- Operates Xero compatible membership management system (CRM) software to manage CMCA Solos Network member records with support from Assistant to Membership Liaison Person as required.
- Utilising the CRM membership management system, communicates with the CMCA Solos Network Treasurer with support from Assistant to Membership Liaison Person to ensure that all Solos Network Members are financial.
- With support from Assistant to Membership Liaison Person, manages and records renewals and changes to address and other details on the CRM membership management system.
- With support from Assistant to Membership Liaison Person utilising the CRM membership management system, ensures contact with individual CMCA Solo’s Network members relating to birthdays, special events etc.
- With support from Assistant to Membership Liaison Person maintains awareness and follow-up of any individual CMCA Solo’s Network member’s special needs including (but not limited to) ill-health, accident, bereavement etc.
- In conjunction with the Assistant to the Treasurer, follows up late renewals with support from Assistant to Membership Liaison Person after the annual bulk invoicing process has been performed.
- In conjunction with the CMCA Solos Network Committee Secretary, has sole responsibility for liaising with the Solos Network Webmaster to ensure all references and links to the CMCA Solos Network website are correct and appropriate.
- In conjunction with the CMCA Solos Secretary, prepares membership related articles and other items for the CMCA Solos Network Carrier Pigeon and Newsletter, following protocol as detailed at <https://solosnetwork.net/resources/GlobalCommsPolicy.pdf>
- In conjunction with the CMCA Solos Network Committee, liaising through the Rally Liaison Person, is the prime contact, organiser and support for Rally First Timers with responsibility for

welcoming, briefing and encouraging their involvement and integration; utilising support from the Assistant to Membership Liaison Person as required.

Duties of CMCA Solos Network Committee

Rally Liaison Person:

- Researches, and recommends selection of two Rally sites and Rally Managers each year for CMCA Solos Network Committee endorsement.
- With assistance, support and endorsement from all CMCA Solos Network Committee members as required, prepares submissions to Councils or appropriate Management Bodies relating to the management and responsibility for two CMCA Solos Network Rallies per year.
- Acts as the communication link between the CMCA Solos Network Committee members collectively and separately, and the Rally Manager leading up to, during and after each Rally.
- In conjunction with the CMCA Solos Network Treasurer and the Rally Manager, is involved with timely budgeting for rallies so that correct financial decisions can be made.
- Attends 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, prepares rally related articles and other items for the CMCA Solos Network Carrier Pigeon and Newsletter, following protocol as detailed at <https://solosnetwork.net/resources/GlobalCommsPolicy.pdf>
- In conjunction with CMCA Solos Network Secretary ensures that all before and after rally property inspections are carried out with appropriate local community personnel and signed off to mutual satisfaction.
- Supports and assists various CMCA Solos Network Committee members as necessary to minimise concerns and promote the smooth running of the Rallies.

Duties of CMCA Solos Network Committee

Committee Member – Assistant to Treasurer

- Becomes familiar with all aspects of the CMCA Solos Network Treasurer's duties and responsibilities to assist as required. Is responsible for specific area of Treasury responsibility as defined from time to time.
- Works in collaboration with and support of the CMCA Solos Network Treasurer with the ultimate objective of taking over the Treasurer duties if necessary during the CMCA Solos Network term of office
- Attends at least four CMCA Solos Network Committee meetings a year and participates fully in Solos Network Committee email communication.
- Supports other committee members in their roles as required.

Duties of CMCA Solos Network Committee

Committee Member – Assistant to Membership Liaison Person

- Becomes familiar with all aspects of the CMCA Solos Network Membership Liaison Person's duties and responsibilities in order to assist as required.
- Works in collaboration with and support of the CMCA Solos Network Membership Liaison Person with the ultimate objective of taking over the Membership Liaison Person duties if necessary during the CMCA Solos Network term of office.
- Attends 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 Network Membership Liaison Person, arranges with prospective members how to download the "Application for Membership" from the website; or printing and forwarding the Application directly by mail if necessary.
- In conjunction with the CMCA Solos Network Membership Liaison Person assists with Xero compatible membership management system (CRM) software to manage Solos Network member records.
- In conjunction with the CMCA Solos Network Membership Liaison Person, utilises the CRM membership management system, and communicates with the CMCA Solos Network Treasurer to ensure that all Solos Network Members are financial.
- In conjunction with the CMCA Solos Network Membership Liaison Person assists with records renewals and changes in address details etc on the CRM membership management system.
- In conjunction with the CMCA Solos Network Membership Liaison Person utilises the CRM membership management system, ensures contact with individual members relating to birthdays, special events etc.
- In conjunction with the CMCA Solos Network Membership Liaison Person, maintains awareness and follow-up of any Member's special needs including (but not limited to) ill-health, accident, bereavement etc.
- In conjunction with the CMCA Solos Network Membership Liaison Person follows up late renewals.
- In conjunction with the CMCA Solos Secretary, prepares membership related articles and other items for the CMCA Solos Network Carrier Pigeon and Newsletter, following protocol as detailed at <https://solosnetwork.net/resources/GlobalCommsPolicy.pdf>
- In conjunction with the CMCA Solos Network Membership Liaison Person, assists as required with organising and support for Rally First Timers encouraging their identification and integration.
- In conjunction with the MNLP, is responsible for managing the input of data into CRM from Rally Registration Forms to oversee various aspects of member information requirements for the Rally manager
- Supports other committee members in their roles as required.

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