

Toyota LandCruiser Club (Qld.) Inc.

Guidelines for Club Operations and Management



28 February 2018

To be read in conjunction with the Constitution, By-laws and Code of Conduct.

Table of Contents

Patron	3
Guidelines for Appointment	3
Management Committee	3
General.....	3
Monies.....	4
Representation.....	4
Correspondence.....	4
Meetings.....	4
Management Committee Portfolios	4
President.....	4
Vice President	4
Secretary	5
Treasurer	5
Past President	6
Strategic Planning Committee	6
Group Coordinators	6
Membership Services Group membership@tlccqld.com.au	7
<i>Welcoming Officer</i>	7
<i>New Members' Day Officer</i>	7
<i>Merchandising Officer</i>	8
<i>Property Officer</i>	8
<i>Magazine Editor</i>	8
<i>Librarian</i>	10
<i>Awards Committee</i>	10
<i>Catering Officer</i>	12
<i>Maps Library & GPS Data Officer</i>	12
Activities Group activities@tlccqld.com.au	12
<i>Activities Group Coordinator</i>	13
Education Group education@tlccqld.com.au.....	13
<i>Driver Training Coordinator</i> driversed@tlccqld.com.au	14
Marketing Group marketing@tlccqld.com.au.....	18
<i>Magazine Advertising</i>	19
Web Master Group webmaster@tlccqld.com.au.....	19

Toyota LandCruiser Club (Qld.) Inc.

Guidelines for Club Operations and Management

Patron

Patrons are people who lend credibility or support to the cause of a charity or voluntary organisation. Patrons are not involved in the management of the organisation, and they have no legal responsibilities. An organisation can have more than one Patron.

History: The Toyota LandCruiser Club (Qld.) Inc. (the “Club”) currently has one Patron and this person has come from the founding organisation that started the Club.

Guidelines for Appointment

- The Patron/Patrons can be appointed from any quarter, but this person must have the Club’s interests at heart.
- Any Club member can nominate a Patron and the nomination must be in writing to the Management Committee.
- Appointment to be confirmed at any General meeting.
- Certificate of Appreciation to be awarded at Annual General Meeting (AGM) or Awards function.
- President to ring the Patron/Patrons every year prior to the AGM to keep in touch and confirm their continuity and at the AGM announce confirmation.
- A Patron has full Club privileges and has the status of honorary membership.
- If the Patron no longer wishes to be the Patron of the Club, they can resign by contacting the President of the Club or by writing to the Club.

Management Committee

The task of the Management Committee is one of responsibility, there are no privileges. The members of the Club have elected the Management Committee to provide a service to the Club as whole, and they have every right to expect and demand that the tasks performed by these members are provided in a courteous, presentable in appearance, honest and reliable manner.

General

- The Management Committee is responsible for the control and management of the Club’s administration.
- Be acquainted with the Club’s Constitution, By-laws, Business Plan, Code of Conduct and this document and abide by them always.
- Advise revision to the Club’s guiding documents and present to the members of the Club for approval.
- Ensure that members in general are made aware of the services available within the Club and ensure that members are made aware of the proper channels to obtain such services.
- Return all information relevant to the office held to all committees when absent for any significant periods and when your term in office is terminated.
- Be prepared to assist any person taking over the position, if called upon, and to offer such assistance when required.
- The President, Secretary, Treasurer and Vice President can by their office be ex officio members on all committees.
- Group coordinators are in most cases appointed from the Management Committee and their roles usually decided at the first Management Committee meeting after the AGM. Refer to group coordinators general guidelines.
- Tenure of positions: As per the Constitution at para.11.3

Monies

- No Committee, except for the Management Committee, can approve any expenditure for any reason. They can however advise the General Meeting, who can approve such expenditure.

Representation

- Members are reminded not to present themselves as a representative of the Club to any other person or business house, unless they have been expressly empowered to do so by the Management Committee or the members at a monthly General Meeting.
- Committee members must always be accountable for what they do and say, and their use of the Club's funds, and no single Management Committee member has the right to make executive decisions on his/her own.
- Only the President and Vice President are empowered to make any public statements on behalf of the Club.

Correspondence

- Official Club letterheads must be used for all correspondence and the Club's address must be shown and used always. No private addresses are to be used.
- All official correspondence by electronic format – e.g. emails, must have the @tlccqld.com.au address and a copy c.c. to the Secretary.
- Copies of all correspondence are to be kept by the Secretary for five years, and made available for inspection by any member, within a reasonable time.

Meetings

- Members of the Management Committee must be prepared to present a verbal report on matters relevant to their duties at a General Meeting.
- Attend all Management Committee meetings and the Club's monthly General Meetings whenever possible.
- When unable to attend any meetings ensure that their duties are covered by another committee member.

Management Committee Portfolios

President

- Chair all General Meetings, Management Committee Meetings and Annual General Meetings (AGM).
- Ensure good co-ordination and co-operation of all committees and committee members.
- Guide the Club's management and development in accordance its Constitution and Business Plan.
- Co-ordinate all management activities, and decisions with the Management Committee's members.
- Cast a deciding vote in cases of dispute.
- Ensure that the Club's business is conducted in a proper, legal, honest and reliable manner and that the membership is informed of the long and short-term plans of the committees.
- Act as a spokesperson and Club figurehead whenever necessary.
- Prepare an annual report for presentation at the AGM and publication in the magazine.
- Write a column for the Club's magazine to keep members informed of current issues, at least twice yearly.
- The President is one of three (3) members of the Management Committee, one of whom must countersign Club cheques and authorise electronic transfers.
- The President must remain impartial always and ensure that all meetings are conducted in accordance with recognised meeting procedures.

Vice President

- To act in any position on the Management Committee when one of its members is unable to attend.
- To assist other members of the Management Committee, with their roles.
- The Vice President is one of 3 persons who must countersign Club cheques and authorise electronic transfers.
- To arrange any guest speakers if required, for meetings.

Secretary

- Is the public officer under the *Queensland Association Incorporations Act 1981*.
- Incorporation matters, notify the Office of Fair Trading (Department of Justice and Attorney-General) of changes to the Management Committee and the Constitution.
- Keep Club Seal.
- The Secretary is one of three (3) members of the Management Committee, one of whom must countersign Club cheques and authorise electronic transfers.
- Check with the Membership Officer for the number of members for insurance purposes. Liaise with Four Wheel Drive Queensland (4WD Qld) insurance officer from time to time.
- Ensure timely payment of insurance premium, association fees and 4WD Qld's yearly subscription.

Files/Correspondence

- Storage of Club files, Guidelines for Club Operation and Management, Constitution, Business Plan, By-laws, Code of Conduct and document controls in electronic and hard copy form where appropriate. Maintain a Word version of each document. Distribute as required.
- Handle and maintain general Club correspondence.
- Maintain minutes of all Club general monthly meetings, Management Committee and AGM Club meetings and file all minutes of sub-groups and committees.
- Record all incoming mail in register or minutes (advertising material excepted), distribute incoming mail where applicable to other management committee members and Group Coordinators and then file.
- Write letters as requested by the Management Committee and answer general enquiries.
- File copies of outgoing correspondence.
- Ensure emails to Management Committee, sub-groups and members and a blind copy is retained.
- Manage forms and document control, including coordination of website document storage.
- Store back-up copies of all relevant (either in hard copy or electronic format) documents pertaining to the Club's operations and ensure that this is stored in a safe and secure place off site.
- Archive documents in relation to: activity lists, treasury documents, Club records, minutes, accounts, records pertaining to insurance, hall hire, and other Club matters as required.
- Maintain archive control.
- Maintain forms register, load forms as PDFs onto the web site and store forms in a Word format.
- Maintain password register for @tlccqld.com.au users and web site administrator access.
- Ensure time frames for documentation and archive filing are achieved and adhered to.
- Nominate in conjunction with Management Committee a safe and secure place to store archival materials.
- Clear post box on a regular basis.

AGM & Constitution

- Advertise the AGM meeting date to all members and arrange for it to be advertised in the Club magazine and on the Club's Website.
- Undertake all activities required under the Constitution for the running of the AGM.
- Ensure that the Club is acting in a lawful and honest manner regarding the Club's Constitution.

Treasurer

- Keep and maintain Club's financial accounts, including assets register, and make available to any Club members to view.
- Conduct the financial matters of the Club in an honest and reliable manner.
- Make all payments as may be approved by the Management Committee or General Meeting in an appropriate safe manner.
- To receive all monies due to the Club and issue receipts and pay such monies into a duly authorised bank account in the Club's name.
- To report to the Club's members monthly on the Club's financial status by way of monthly financial statement and make copies of the statement available for their perusal.

- Analyse the financial affairs of the Club and draw attention to the Management Committee and if necessary the members, to trends which, in his/her opinion may undermine the financial strength of the Club.
- To arrange and nominate a qualified accountant and auditor if required for acceptance as determined by the Club's Constitution. A decision was made in 2009 that the finances will be audited under level 2 of the *Queensland Association Incorporations Act 1981*.
- To provide a written audited report of the Club's finances to all Club members at the AGM.
- Handle all financial issues relating to membership applications and renewals.
- To ensure that all Club cheques and electronic transfers are countersigned/authorised by no less than 2 of the authorised members of the Management Committee.
- The Treasurer may authorise other members to collect monies on behalf of the Club if it is deemed necessary.
- To ensure that all matters in the Club's Constitution relating to the Club finances are strictly adhered to.
- To oversee all financial matters of the Club and supervise all committees and persons in relation to financial matters.
- The Treasurer is one of three (3) members of the Management Committee, one of whom must countersign Club cheques and authorise electronic transfers.

Past President

- The Past President is responsible for advising and assisting the President and Management Committee on matters of importance to the Club and the continuity of the achievements and/or actions that may still be in progress from the previous Management Committee.
- The Past President does not have voting rights on the Management Committee unless they are re-elected to another position on the Committee.

Strategic Planning Committee

History: A Future Direction Group was formed in 2008 to review the full operations of the Club including its Constitution and By-laws.

A Business Plan and Guidelines for Club Operations and Management have subsequently been produced which provide for the establishment of a Strategic Planning Committee (SPC).

The Management Committee will establish a SPC every five years to review the Club's guiding documents. Membership of the SPC is to include the Club's President and a cross section of long standing and new members. The SPC is to report to the Management Committee with its recommendations for consideration and endorsement prior to their presentation at a General Meeting.

General Guidelines

- The Management Committee appoints the persons on the SPC.
- The Management Committee appoints a coordinator for the SPC.
- The SPC reviews the Business Plan, Constitution, By-laws, Code of Conduct and Guidelines for Club Operations and Management every five years and reports to the Management Committee.
- The SPC may be requested by the Management committee to survey members.
- The SPC may be requested by the Management Committee to update or provide comment on any Club document.

Group Coordinators

A Coordinator shall be appointed for each of the Club's organisational groups and committees.

- Positions for Group Coordinators are appointed at the first Management Committee after the AGM.
- Any member can nominate as a Group Coordinator, but preference is given to those who are on the Management Committee.

- The Group Coordinators are to chair the group meetings under their portfolios and be responsible for the Management Committee to be informed on the outcomes of their activities and meetings, within one week of the activity/meeting.
- The Group Coordinators are to:
 - register all names of members who attend the group’s activities/meetings and any functions that the group conducts. This to be forwarded to the Secretary of the Club.
 - ensure that information and decision making is reported back to the Management Committee.
 - ensure that dates for various Club meetings, functions and activities don’t clash.
 - ensure that with any activity, trip or event (activity) proposed including all costs are approved by the Management Committee and within the Club’s budget.
 - ensure that all correspondence and other documents are forwarded to the Secretary.

Membership Services Group

membership@tlccqld.com.au

The Membership Services Group (MSG) Coordinator is a member of the Management Committee and deals with all membership matters including:

- Membership enquiries;
- Membership applications;
- Membership records;
- Welcoming new members;
- New member kits, name badges and membership cards; and
- New members’ day arrangements.

Welcoming Officer

- The person to officiate in this role is nominated by an expressions of interest process.
- His/her role is to ensure that all visitors and new members are made welcome at all Club functions and meetings.
- Advise visitors that the Club is a family and social club as well as a 4WD club, and that they do not need to own a Toyota to join, all vehicles are welcome. Also advise that vehicles must be in sound mechanical condition and have tow points front and rear.
- To obtain information from visitors and make this available to the MS Group Coordinator.
- Have visitors sign the book so that they can be introduced at the beginning of the meeting.
- Advise what activities are available and how these can be booked on the website.
- Explain the purpose of the New Members’ Day and the availability of the driver training courses.
- Issue information to prospective members, including details of the Club’s web site and Facebook Page, and access arrangements to the Club’s official documents.
- If possible attend New Members’ Day. This helps to continue with the liaison with new members.
- Maintain liaison with MS Group Coordinator and New Members’ Day Coordinators.
- Report (advertise) at meetings when required.

New Members’ Day Officer

- Every member of the Club must attend a New Members’ Day. Those members who wish to drive on Club 4WD activities must do the hill stall procedure section appropriate to the type and characteristics of their vehicle.
- Should a member change to a different type of vehicle they may be required to satisfy the MS Group Coordinator and/or Management Committee that they are familiar with, and capable of carrying out the procedure for that type of vehicle before driving on a Club 4WD activity.
- The MS Group Coordinator and the Driver Training Coordinator reserve the right to deem any member as having undertaken the hill stall procedure, by right of experience.
- Any member, who resigns from the Club and then re-joins the Club within a 3-year period and is still familiar with the Club’s operations, does not need to attend the New Members’ Day and complete the hill stall procedure. They can then attend all Club activities.
- Club members and any visitors who are members of clubs affiliated with the Australian National Four-Wheel Drive Council (Four Wheel Drive Australia), who wish to drive on a 4WD Club activity

should inform the activity leader and/or the MS Group coordinator of which activities they wish to participate in and their skills, experience and Club involvement. This is then recorded on the trip list.

New Members' Day Officer

- Person to officiate in this role is nominated by an expressions of interest process.
- To organise and run regular New Members' Days, as required.
- To advise potential participants of the timing, location and other requirements e.g. recovery equipment, food, etc.
- Update new members' day booklet.
- To make new members aware that they must participate in the New Members' Day within the first three (3) months of membership.
- To arrange with the Driver Training Coordinator the appropriate number of Driving Trainers for each New Members' Day.
- To report to the MS Group Coordinator the members who successfully completed each New Members' Day.
- Attend workshops when required.
- Report (advertise) at meetings when required.

Merchandising Officer

- Person to officiate in this role is nominated by an expressions of interest process.
- Arrange for the purchase of suitable Club merchandising appropriate for Club members at a reasonable cost.
- Club logos to be embroidered or printed on to the merchandise, where appropriate.
- Maintain the product listing on the Club's website.
- Survey members from time to time in what they would like as products.
- Maintain liaison with Treasurer and MS Group Coordinator.
- Attend workshops when required.
- To conduct a stock-take of all Club property at the end of each financial year.
- Report (advertise) at meetings when required.

Property Officer

- Person to officiate in this role is nominated by an expressions of interest process.
- To keep and maintain a register of all Club property, which includes office, administration and camping equipment and any other assets the Club owns. Cost and value of such equipment to be included.
- Record incomings and out goings of all Club property.
- Maintain a listing on the Club's website of property available for use by the Club's members.
- To keep and maintain or cause to be kept and maintain all Club property in a safe and useable condition.
- Advise MS Group Coordinator of the need to update or repair equipment or property.
- To conduct a stock-take of all Club property at the end of each financial year.
- Attend workshops when required.
- Report (advertise) at meetings when required.

Magazine Editor

The Club produces a magazine every two months to keep members informed of upcoming activities, past activities, Club news, and items of interest. The Editor shall be responsible for the production, publication and distribution the magazine. The Editor shall use their best endeavours to publish a bi-monthly Club magazine.

Magazine Editor

- Person to officiate in this role is nominated by an expressions of interest process.
- To produce a Club Magazine and make available to all members bi-monthly.

- Edit the content of submitted articles to ensure that they comply with recognised standards and the Club's policies.
- Encourage all members to contribute to the Magazine.
- To assist the Librarians to collect and maintain all issues of the Club's Magazine.
- To provide to pdf version of the magazine so that it can be accessed by members and others through the Club's web site.
- Attend workshops when required.
- Report (advertise) at meetings when required.
- The Editor does not solicit advertising for the magazine. This is handled by the Marketing Group coordinator.

Content

- The magazine is usually approximately 40 pages (pages need to be in multiples of 4).
- Articles and photos are supplied by the members. If there are not enough articles the Editor will need to find "fillers".
- Magazine layout and design is up to the discretion of the Editor.
- The Editor shall not accept any article for publication unless it contains the name of the author and the Editor shall have the discretion to withhold publication of such name if so requested.
- The Editor shall not cause to be published any item which shall be contrary to the interest or philosophy of the Club without prior consent of the Management Committee.

Information and article requirements

- This is usually the monthly meeting before the one when the magazine is distributed. This is to allow the Editor time to put the magazine together. This deadline can be changed at the Editor's discretion depending on time available, date of meeting, holidays etc. Members need to be reminded at the meeting to get their articles and photos in.
- The magazine needs to be available to members at every second month i.e. February, April, June, August, October and December.

Printer

- The acceptance of a printer is subject to the periodic acceptance of quotes and their consideration by the Management Committee.
- The magazine needs to be at the printer at least one week before the meeting to give them time to print it.

Production

- Collect articles and photos and edit the articles – check for spelling and grammatical errors and edit out anything unsuitable i.e. damaging to Club's reputation, inappropriate behaviour (such as environmental unawareness) or obscene etc.
- Plan the layout – titles and contents at the start.
- Contents may include:
 - President's report and Editorial (President may need to be reminded to write report).
 - Club activities calendar and Club news.
 - Activities reports and photos (if no report check with activities group coordinator or activity leader to find out who should have written the report).
 - Other articles such as news from Toyota, recipes, technical stuff, for sale items (Toyota news is available on line at www.pressroom.com.au and going to the Toyota site).
 - Ads fill in spaces and separate sections. Some advertisers have asked for special page position.
- Software to produce the magazine that is currently used is MS Publisher 2007 and Paint Shop Pro. A pdf document is produced for the web and library.
- Design cover, write Editorial and construct and layout the magazine.
- Proof read entire magazine before going to print. Get assistance if required.

- Save to a disc and take to printer. File may be too big to email. Keep a PDF copy for filing and for archives.

Distribution

- Hand out to members at meeting and mail to those members, sponsors and other stakeholders not at the meeting.
- Arrange for funds for postage with the Treasurer.
- Club library and State Library is sent a copy for archive purposes.

Librarian

- Person to officiate in this role is nominated by an expressions of interest process.
- To collect and keep a copy of every Club Magazine/Newsletter that the Club has produced since inception.
- To collect and make available for loan to members copies of other Club Magazines.
- To collect and make available for loan books/videos/equipment etc that the Club has purchased.
- To ensure that Club Library is kept up to date and ensure that all items lent to members are returned on time and in the same condition that they were lent.
- To purchase any items for the Library that the MS Group Coordinator approves, and to liaise with the MS Group Coordinator in relation to financial and other matters.
- Attend workshops when required.
- On a regular basis, catalogue items available for borrowing and update the catalogue on the website through the Web Master.
- Transport and display a selection of the library at meetings and make available for borrowing.
- Follow-up on outstanding borrowings.
- From time to time, offer obsolete items for sale to members and buy other stock as required. e.g. workshop manuals.
- Report (advertise) at meetings when required.

Awards Committee

- The Awards Committee consists of all past recipients of the Founders Trophy who wish to serve on the committee. The committee is to report to the President.
- The Founders Trophy was created in honour of Fred Dyke who founded the Club after requests from Thiess Toyota to form a club of LandCruiser enthusiasts. He was the manager of Swift Motors at Cannon Hill in 1972.
- The Committee selects a chairperson to coordinate any meetings and is the spokesperson for the group. The chairperson is to inform the President of the Committee's membership and the process for the selection of the awards.
- The Awards Committee meets once or twice a calendar year for discussion and selection of recipients of the awards. The final decision of the recipients is made by the Awards Committee.
- Awards are presented for a calendar year. (not a financial year).
- Nominations can be received via entering the nominations on the website.
- The Committee will meet when necessary to process the nominations or select member/members who suit the criteria. At times no one may be suitable, and that award put aside for that occasion.
- Awards Committee meetings are chaired by the chairperson and minutes of meetings are to be recorded in a Minute Book. This book is then handed on to the next selected taker of the minutes. Records of past holders of any awards are also recorded in a register maintained by the minute taker.
- At an appropriate time, suitable new trophies/awards are purchased and updated with the recipients' names. An allowance of \$500 has been allocated in the past for the purchase and if more is required then the Chairperson should source permission from the Management Committee.
- The Awards Committee can at its discretion award special one-off awards & certificates as it deems appropriate. (e.g. For special events, 25 years' service or others). All other new annual awards must be approved by the Management Committee.
- The Committee will attempt to ensure that the recipients are financial members of the Club and will be attending the function.

Award Descriptions:

1. Blooper of the Year.

This is awarded to a Club member who has made the biggest blooper during the year.

2. Fun Award.

This is awarded to a Club member who noticeably enjoys all aspects of the Club's activities and seems to have fun no matter what.

3. Most Improved Driver.

Awarded to a member whose driving has noticeably improved during the year.

4. Four Wheel Cruisin' Magazine Award.

Nominated by the Editor.

5. Club Education Award.

Awarded to any member who has made a significant contribution to the education of Club members.

6. President's Encouragement Award.

Awarded to a member who has shown exceptional Club involvement.

The recipient of the President's Encouragement Award is nominated by the President. The member should be a member of two years standing or less which is the two calendar years prior to the year the award is presented.

7. Outstanding Effort Award.

Awarded to members who have made an outstanding effort for the Club.

8. Club Activities Award.

Awarded to members for running great Club activities.

9. Club Member of the Year. (Fred Dyke Club Founder Trophy)

The highest accolade of all. For members who have been involved in many aspects of the Club for many years.

Nomination Process

- Current financial Club members can nominate a person or persons for Club awards.
- Nominations reminders will be made at the Club's monthly general meeting in November or other times depending on the timing of the awards night. The website will list all the Club awards with a description of the criteria for each award.
- All financial and life members can be nominated for the awards whether they have received an award before or not. There can be multiple recipients of an award including previous award recipients.

Trophies

- Engraving of trophies is organised by a member of the Awards Committee at a company of their choosing.
- TLCC badge inserts are obtained through a shop selected by the awards committee member organising engraving. A sample is to be supplied by member of the awards committee organising the engraving. Stock of these badges is usually kept by the current chairperson or awards committee member organising engraving.

Presentation Function

- The Awards Committee will ensure the awards are ready and on hand at the function and covered prior to the presentations.

- Every attempt should be made to have the awards presentation occur in the first quarter of the year.
- The Management Committee is to be invited to nominate guests to be invited to the function including: The Club's Patron, property owners and Club sponsors representative/s.
- The previous year's recipient of the Founders Trophy will, if possible, be the MC for the awards section of the function and conduct the presentation of the awards.
- The previous year's recipient of the Founders Trophy is to be provided with details as to why the recipient is to receive the trophy or award.
- The President's Award will be presented by the current President and the Patron will present the Founders Trophy.

Catering Officer

- The person to officiate in this role is nominated by an expressions of interest process.
- Provide adequate equipment, supper and food for general Club meetings, AGM and other functions as required.
- Ask other members for assistance.

Maps Library & GPS Data Officer

- The person to officiate in this role is nominated by an expressions of interest process.
- To collect and keep a copy of various maps that are either supplied by members or purchased.
- Protect the maps as much as possible.
- On a regular basis, catalogue items available for borrowing and update the catalogue on the website through the Web Master.
- To ensure that all items lent to members are returned on time and in the same condition that they were lent.
- To purchase any items for the map library or data base requirements. Liaise with the Education Group Coordinator
- Attend workshops in relation to mapping and GPS when required.
- Survey members from time to time in what they would like as products.
- From time to time offer obsolete items for sale to members and buy other stock as required
- Report (advertise) at meetings when required.
- Compile and maintain a list of tracks and other information that the Club uses for its activities in the form of a data base
- On a regular basis, catalogue files available and update the catalogue on the website through the Web Master.
- Maintain the Club software for the data base.

Activities Group

activities@tlccqld.com.au

- The Activities Group Coordinator shall be appointed either by:
 - being nominated by an expressions of interest process and then appointed to the position by the Management Committee; or
 - having expressed an interest in the position at an activities group meeting and then appointed by the Management Committee.
- Encourage and promote various activities to Club members.
- All activities shall be subject to approval by the Management Committee.
- To maintain an up-to-date Club calendar on the web site.
- Hold activity workshops or other information sessions with the Club's members.
- Report (advertise) at meetings, when required.
- To maintain contact and liaise with all Group Coordinators and communication with the Management Committee.
- Encourage and assist members to lead, survey and prepare various activities.
- Ensure that the trip leaders and other participants are familiar with the relevant By- Laws and other rules and policies of the Club.

- Ensure that the appropriate permission and or approval is obtained, and liaison has occurred for entry to: National Parks, forestry areas, private property, pastoral lands, and Aboriginal lands
- Assist trip leaders with the organisation of activities and provide insurance sign on sheets.
- Inform the Management Committee of any member who is in violation of any State laws (Forestry, National Parks etc) and any Club rules.
- Encourage trip leaders to arrange for a written trip report to be submitted to the Magazine Editor for publication in the club's magazine by a member attending the trip.

Activities Group Coordinator

- All activities, trips and functions (activities) being authorised Club activities shall be under the control and direction of a trip leader appointed by the Activities Group Coordinator.
- The trip leader may appoint one or more representatives to assist in the management of the activity.
- The trip leader is to arrange with the Activities Coordinator for details of the planned activity to be published on the web site's Events Listing.
- The trip leader shall have full authority over all aspects of the activity, including but not limited to: -
 - the Club's emergency procedure;
 - safety of participants;
 - fire precautions;
 - activity details, including timing, trip classification, trailers, generators, fires, pets etc.;
 - care and respect of private property;
 - use of radios;
 - recovery and rescuer procedures; and
 - acceptance or rejection of any member or vehicle which in the leader's reasonable opinion may jeopardize the successful and harmonious carrying out of the activity.
- Subject to the exclusion of any deliberate, unreasonably negligent or improper conduct by the activity leader or his or her representatives (if any), the activity leader and his or her representatives (if any) shall be indemnified by the Club and kept harmless from any claim or litigation arising from carrying out the activity.
- The activity leader and his or her representatives (if any) shall always and in all things observe and be bound by the Constitution, By-laws and Code of Conduct of the Club.
- The Trip Leader shall ensure that the Indemnity Wording is read out and the group is informed of any issues that may arrive after the leader has completed a Risk Assessment and all participants must complete the Participants Sheet F0502 which is to be handed to the Secretary for archiving.
- The dates for activities should be decided so they avoid clashing with other activities.

Education Group

education@tlccqld.com.au

- The Education Group Coordinator shall be appointed either by:
 - being nominated by an expressions of interest process and then appointed to the position by the Management Committee; or
 - having expressed an interest in the position at an education group meeting when a vacancy arises and then being appointed by the Management Committee.
- Encourage, coordinate and arrange educational activities, whereby the members may gain knowledge in various aspects of maintenance and general care of equipment and vehicles, navigation, first aid, use of equipment, travel safety, environmental awareness, camping and other similar activities.
- Survey Club members for ideas.
- Attend other group meetings, when appropriate.
- To provide the Activities Group Coordinator with details on training activities for publication on the Club's web site.
- Hold workshops or other information sessions with the Club's members.
- Report (advertise) at meetings, when required.

- To maintain contact and liaise with all Group Coordinators and communication with the Management Committee.

Driver Training Coordinator

driversed@tlccqld.com.au

- The Driver Training Coordinator is selected by the Driver Training Group. This is ratified by the EG Coordinator and Management Committee.
- The person appointed should be the holder of Cert iv training qualifications as per RTO Registering Body and the 4WDQld RTO 4WDAust training course.
- To gather all information pertaining to the group, and present to Management Committee. This includes the names who the Driver Training Coordinator considers having the necessary requirements to fulfil the position of Industry Expert and shall appoint such of these persons deemed fit to hold such positions.
- Show leadership.
- On weekend training ensure camp etiquette/ housekeeping guidelines are adhered to. See By-laws and driver training camp notes.
- Coordinator to ensure that only course participants attend the debrief sessions at camp.
- Arrange trainers as required.
- Keep a list of potential Industry Experts to recommend to the Committee.
- All training assistants' names must be listed and registered with the Education Group Coordinator and Membership Coordinator.
- Arrange course outline, dates and venues and liaise with land managers and property owners regarding course dates and other information. Obtain permits if required.
- Ensure that all Trainer/Assessors and Industry Experts are appropriately dressed and have the necessary protection equipment.
- Ensure all driver education activity lists are correctly filled in, so that these can be given to the Secretary for the Club's records.
- Arrange education group meetings and a scribe for minutes and note taking.
- Organise the purchase of training material for participants and trainers.
- Ensure that all documentation is sent to 4WDQLD for certificates and notify the Secretary of any correspondence sent.
- Arrange with the Treasurer to pay any fees to 4WDQLD and/or land managers for the course as required.
- Conduct an Instructors weekend yearly.

4WD Driver Education Trainer/Assessors

- These persons are in control of the paperwork that is required for the Club's 4WD Driver Education. They sign off the students that have completed all the various components of the course that are required under the course criteria.
- Must have Cert (iv) in Training and Assessment as per the 4WDQld RTO in Training and Assessment requirements. Reference number: TAE40116 (or hold equivalent subjects)
- Assessors must keep their currency of experience, learning, first aid certificate if required updated and this information be provided to the education group coordinator who in turn forwards this information to the RTO at the start of each calendar year.
- Attend courses as required and attend advisor education weekends, when required.
- Must have an awareness of the course that they are participating in as well as the training assistants and participants.
- May be called upon to assist the Education Group Coordinator and or the 4WD Driver Education Coordinator.
- Must have a very neat, clean and tidy appearance and wear the driver education's safety clothing and footwear on the courses.
- Show leadership.
- Be able to stay cool and calm in tricky situations,
- Ability to communicate and get the information across to participants.

4WD Driver Education Training Industry Experts

- Must have a desire and interest in driver education.
- Must have patience and time to give to the education system of the Club.
- Attend courses and nights as required and attend assistant education weekends, when required.
- Must have an awareness of the full facets of the course that they are participating in.
- May be required to assist with the paper work required on courses.
- Be able to stay cool and calm in tricky situations.
- Must have a very neat, clean and tidy appearance and wear the driver education's safety clothing and footwear on the courses.
- Ability to communicate and get the information across to participants.

Driver Trainer Administrator

- Duties as advised by the Driver Trainer Coordinator to assist with course organisation, student enrolment, course materials, practical events co-ordination with property owner.

Driver Education Course Guidelines

Pick a date at Driver Training Education group meeting and check with Activities Coordinator (meeting held every 2 months)	6 to 12 months in advance	Dates recorded in minutes
Check availability of venue e.g. Brooklyn	Terry and Lorna Pascoe Ph 02 6634 6176	DT coordinator
Check availability of workshop venue e.g. Isuzu	As above	As nominated
Prepare ad for magazine and send to Editor	6 to 12 months in advance	DT Coordinator
Send details in for Diary update	6 to 12 months in advance	DT Coordinator
Promote at General Meetings	3 meetings in advance	DT Coordinator
Order training manuals	1 to 2 months in advance	DT Coordinator
Photo copy all documents needed for assessing, . from 4WDQld Drop Box	1 month in advance	As nominated
Confirm bookings	1 month in advance	DT coordinator or as nominated
Theory night 1, Introduction, paper work, Lecture 1 and 2	E.g. Tuesday night	DT Coordinator
Theory night 2, Lecture 3,4 and 5	E.g. Thursday night	DT Coordinator
Workshop night, Lecture 6 and 7	E.g. Wednesday night	DT Coordinator
Weekend 1, see details		
Weekend 2, see details		
Complete all assessment paper work.	Within 1 month of weekend 2.	DT Coordinator
Send all paper work through to FWDQLD	Within 1 month of weekend 2.	DT Coordinator
DT meeting, discuss previous course, action changes as needed. Record in minutes	Within 1 month of weekend 2.	DT Coordinator and Assistants
1.Theory nights and two weekends to be completed within one month if possible 2. Tea, coffee, biscuits to be provided for theory nights		

Theory Night 1

Step	Action	Time	Title	Trainer / Assistant
1	Introduction talk	7.00 pm	Introduction and fill in forms # Course outline, Driver training camp notes / By-laws & direction etc	
2	Lecture 1	7.45 pm	Identify 4WD specific terms, terminology & techniques	
3	break	8.15 pm		
4	Lecture 2	8.30 pm	Use the features of a 4WD vehicle to drive in a variety of terrain types	
5	Finish	9.30 pm		

Theory Night 2

Step	Action	Time	Title	Trainer / Assistant
1	Lecture 3	7.00 pm	Plan and participate in outdoor activity	
2	Lecture 4	7.45 pm	Pre-departure and maintenance	
2	Break	8.30m		
3	Lecture 5	8.45 pm	Snatch Strap instruction	
4	Finish	9.30 pm		

Workshop Night

Step	Action	Time	Title	Trainer / Assistant
1	Lecture6	7.00 pm	Vehicle on hoist	
3	Break	8.15 pm		
4	Lecture 7	8.30 pm	Vehicle on hoist	
5	Finish	9.30 pm		

EDUCATION / ASSESSMENT SCHEDULE

Weekend No 1 - DAY ONE

Morning Session:

- 7.45am Trainers meeting
- 8.00am Pre-departure checks & convey procedure
- Written test Q & A
- Break
- Convoy procedure Hill Stall
- Creek crossing Snatch Strap
- Lunch
- Participants de brief, feedback

Afternoon Session: 5.00 pm finish

- Tyre change
- Ascent / Descent Various terrain types e.g. rocky, mud, soft & uneven ground, slide slopes, sand
- Debrief with Participants
- Instructors de brief, feedback with Coordinator

DAY TWO

Morning to mid afternoon session: 8.00 am start, finish 2.00 pm, late lunch

- 7.45am Trainers meeting
- Pre-departure check
- Various terrain types e.g. rocky, mud, soft & uneven ground, slide slopes, sand
- Creek crossing
- Snatch Strap
- Hill Stall
- Participants de brief, feedback
- Instructors de brief, feedback with Coordinator

Weekend No 2

Day ONE: 8.00 am start, finish 4.30 pm with break for lunch

- Reinforcement of all previous assessments
- Difficulty of driving increased (advanced tracks)
- Complete all assessments for all participants
- Participants de brief, feedback
- Instructors de brief, feedback with Coordinator

Day TWO: 8.00 am start, finish 2.00 pm

- As per day one
- Late lunch
- Assessors validate all course activities and finalise all assessment forms for participants before leaving camp
- Participants de brief, feedback
- Instructors de brief, feedback with Coordinator

Apprentice Program for New Training Assistant

General

- Show interest and commitment to becoming a Training Assistant
- Make application to become a Training Assistant in writing to the Education Group Coordinator, copy to 4WD driver education coordinator.
- Some application for members to be an advisor can be made by the 4WD education group on assessment of person from an education course and Club membership aptitude.
- All applications must be ratified by the EGC and the Management Committee at a management meeting.
- Following on acceptance, Training Assistant to:
 - Attend at least two (2) New Members' Days
 - Conduct and continue to be active with Club activities.
 - Attend information sessions on training
 - Attend if able two (2) training courses and be prepared to be a passenger in vehicle for at least one course.
 - Attend training assist training sessions.
 - Conduct a theory session
 - Attend meetings and workshops pertaining to driver education
 - Attend general education activities if possible

Driver Education for Outside Organisations e.g. rural fire brigades or other charitable organisations.

- No payment to be received for the course but seek some recognition of the Club's support for the assistance given.
- The activity to be ratified by the EG Coordinator and Management Committee.
- All applications for assistance must be in writing.
- The activity list must be completed and given to the activities group coordinator.

Technical Officers

- The Education Group Coordinator and or Management Committee may appoint one or more technical officers to provide advice and expertise to the Management Committee, group coordinators, activity coordinator, activity leaders or Club members in any matter relating to the construction, adaptation, maintenance or capability of any make or model of four-wheel drives.
- Prior to any appointment the Management Committee and Education Group coordinator must be reasonably satisfied that the person to be appointed has the necessary, experience and technical knowledge to carry out the functions of a technical officer of the Club.

Public Demonstrations

- Should the Club be approached by any organisation to provide drivers for any public demonstration the Education Group Coordinator and the Management Committee must approve this activity and the activity must be ratified at a Management Committee meeting.
- The Education Group Coordinator has total control over the driving and safety factors for the activity.
- Drivers to be appointed by the Education Group Coordinator and must be prepared to present the Club in very good light.

Marketing Group

marketing@tlccqld.com.au

- The Marketing Group Coordinator shall be appointed either by:
 - being nominated through an expressions of interest process and then being appointed to the position by the Management Committee; or
 - having expressed an interest in the position at a marketing group meeting and then being appointed by the Management Committee.
- To gather all information pertaining to the group, and present to Management Committee.
- Hold workshops or other information sessions.
- To maintain contact and liaise with all Group Coordinators. To assist in communication with the Management Committee and Club Members in general.
- Report (advertise) at meetings, when required.
- Develop a marketing strategy and sponsor agreements.
- Maintain consistent application of the Club's corporate identity in all media e.g. web page, Facebook page, brochures etc.
- Ensure Management Committee is regularly informed on the delivery of the Club's obligations to sponsors.
- Maintain the Club's Facebook page and appoint page moderators.
- Promote sponsors on the Club's web site and Facebook page.
- Involve the Club in exhibitions, shows and displays that are relevant to the Club's interests.
- Provide brochures and Club information to various business providers and continue with liaison as required. Promote the business providers in return.
- Provide a list of potential sponsors and advertisers for our magazine, brochures, information packages, activities and web site to the Management Committee.
- Negotiate, new and ongoing advertising for the Club magazine and web site when required.
- Promote web site links to potential sponsors.
- Contact various media outlets for Club promotion.
- Identify media opportunities that promote the Club broadly especially when it is charity or volunteer group related.

Magazine Advertising

- The magazine is partly funded by advertising. The Marketing Group Coordinator will arrange with the Treasurer for the issue of invoices to all advertisers in accordance with their sponsorship agreement and advise the Editor which have paid, and which no longer wish to advertise.
- When new advertisers need to be sought this role can be undertaken by the Marketing Group Coordinator. All advertising appearing in the Club magazine must be paid for in advance. Payment for all advertising shall expire as at the 30th June each year. Any advertising accepted during the Club year shall be paid for in proportion to the amount of the Club year remaining and shall be invoiced accordingly.

Environment & Other Organisations Group

clubliaison@tlccqld.com.au

- The Other Organisations Group Coordinator shall be either by:
 - being nominated through an expressions of interest process and then being appointed to the position by the Management Committee; or
 - having expressed an interest in the position at another organisations group meeting and then being appointed by the Management Committee.
- Hold workshops or other information sessions with Club members.
- To maintain contact and liaise with all Group Coordinators. To assist in communication with the Management Committee and Club Members in general.
- Attend other group meetings when appropriate.
- Develop and involve the Club in environmental projects, such as clean ups, vegetation management and other.
- To provide the Activities Group Coordinator with details on activities for publication on the Club's web site.
- Liaise with other interstate TLCC clubs for possible interstate activities.
- Liaise with other Queensland 4WD clubs with a view to interclub activities.
- Attend 4WDqld meetings as a Club representative and ask other members to assist.
- Encourage greater support from 4WDqld, and vice versa.
- Liaise with National TLCC secretariat and the 4WDAust with a view from time to time hosting gatherings or meetings.
- Liaise with 4WDQld in relation to some of their environmental projects.
- Attend other organisation meetings that the Club is a member of such as QORF, as required.
- View other organisations, newsletters, magazines and web sites and inform the Management Committee of any pertinent matters.
- Report (advertise) at meetings, when required.
- Liaise and contact outside groups, land management agencies and other interested parties for support with projects.
- The Club is a member of QORF and its Membership No is QA035.

Web Master Group

webmaster@tlccqld.com.au

- The Web Master Group Coordinator shall be appointed either by:
 - being nominated through an expressions of interest process and then being appointed to the position by the Management Committee; or
 - having expressed an interest in the position at another organisations group meeting and then being appointed by the Management Committee.
- It is desirable, that the web master have some expertise in IT or website development and presentations.
- To hold workshops or other information sessions with Club members.
- To maintain contact and liaise with all Group Coordinators. To assist in communication with the Management Committee and Club Members in general.

- Attend other group meetings when appropriate. Coordinate with Group Coordinators, Management Committee and Club members to ensure relevant and timely information is available on the Club's website.
- Direct and communicate with the website's developer and host.
- Update the website in a timely manner.
- Develop and maintain the Club's duties and guidelines for operation of web site.
- Train users in the functions, operation and maintenance of the Club's web site.