

Summary of Committee Portfolios

Four Wheel Drive Club of Southern Africa - PE

Dear Members,

It is important that **YOU** as a member of the Four Wheel Drive Club of Southern Africa - PE attend the **AGM** to be held at the **Aberdare Sport Club in Villiers Rd, Walmer on the 6th February 2009**. The club can only exist by positive participation of the members. As you will see below, there are a number of positions opening up for new members to give a hand in running the club. Without members serving on the committee, ***there is no club!***

This is a great opportunity to voice your opinion and air your views. Your attendance, participation and nominations are vital for the ***continued good health*** of **YOUR Club**.

Newsletter Editor:

- Prepare monthly newsletter, gather info, promote club and club image
- Work closely with club Captain

Run Co-ordinators: (x2)

- Organize or assist with monthly outings

Club Captain / Relations Officer:

- Liaise with other clubs
- Handle incoming and outgoing correspondence
- Attend to member complains / queries
- Organize fund – raising
- Notice and keep conduct of members in accordance with the constitution

Club Secretary:

- Keep minutes of committee meetings
- Keep records of the club

Chairman:

- Shall preside at all general, annual and special meetings

(this is a short summery and may change according to committee needs)

Should more than one candidate be nominated for a position, a decision will be made by a “show of hands” at the A.G.M.