

## **OPERATIONS GUIDELINES**

### **INTRODUCTION**

This QHMC Inc. Operations Guidelines is a *living Document*. It is intended to be used primarily by the Committee as it details the responsibilities of each Committee position.

### **CONTENTS AND CONTROL**

The responsibility of the contents of the Operations Guidelines rests with the Committee and all changes require the approval of the Committee. All Committee members should be given a copy. An up-to-date copy of the Guidelines (both printed and a USB Stick) must be kept in the club archives.

### **MAINTENANCE**

The controller of the Operations Guidelines should have a thorough knowledge of the contents of the guidelines, as changes to one section may affect other sections. The controller is required to be computer literate.

Each year, **prior** to the Annual General Meeting, a review of the running of the Association should be done by the "out-going" Committee. Any changes are to be minuted and passed to the controller for incorporation into the guidelines.

The Constitution may be altered only as per the Constitution, however, other changes only require the approval of the Committee, although the membership is usually consulted on significant changes.

**All perspective (nominated) committee members are required to read and understand the responsibilities of the position for which they accept nomination and enquire "do they have the skills required".**

### **Chapter 1 QHMC MANAGEMENT COMMITTEE MEMBERS**

The constitution makes the following positions automatically members of the QHMC Management Committee.

1. President
2. Vice President
3. Secretary
4. Treasurer, Membership Secretary

The constitution also states the membership can appoint additional delegates to the Management Committee.

### **Chapter 2 QHMC COMMITTEE MEMBERS**

1. President
2. Vice President
3. Secretary
4. Treasurer, Membership Secretary
5. Assistant Secretary
6. TMR (Transport Main Roads) Liaison Officer
7. QHMC-RMVSG (Recreational Motor Vehicle Safety Group) Officer
8. Webmaster
9. AHMF delegates (2)

**All Committee members to perform their duties in a timely manner, if these duties are not carried out for over 2 months the committee member will be given a 1 month warning and if this is not actioned the committee person will be removed from that office.**

The description and the role of each of these positions is set out below.

AHMF delegates can attend Management meetings as non-voting participants.

Ensure Club Guidelines be reviewed and updated at least yearly in time for the AGM.

### **Chapter 3 PRESIDENT'S RESPONSIBILITIES**

**The President is an elected officer of the association and chair of the Management Committee.**

#### **INTRODUCTION**

The President of the association is the "Manager" of QHMC and is required to ensure that the association continues to function and advance to the benefit of all member clubs.

**DUTIES**

- Chair General Meetings.
- Chair Committee Meetings.
- Assign tasks to other Committee Members and other Delegates.
- Arrange the venues of all General Meetings including the Annual General Meeting.
- Liaise with like associations within the state to establish rapport and agree on joint principles of operation.
- Represent the association on formal occasions such as meetings with State Government Authorities, Companies, Commercial organisations, media or other official state bodies.
- Plan and develop the program of activities of the association.
- Ensure the entire committee performs their duties as required and in a timely manner.
- Be the “public face” of the association at major events organised by the Association.
- Arrange State / QHMC publicity in the media to enhance the awareness of the old vehicle movement and our Associations’ objectives among members of the public.
- Arrange State / QHMC publicity in the media of past and forthcoming events.
- Ensure the association’s major events receive adequate publicity.
- Participate in interviews with the media as authorised by the Management Committee.
- Submit annual AHMF report 2 months prior to the AHMF AGM.

**SKILLS**

The duties to be performed by the President require basic skills generally acquired in the course of many personal and business duties.

- A thorough knowledge of the operation of the association, its objectives, Constitution & By-Laws, achievements and resources.
- An ability to speak with confidence.
- An ability to speak clearly and with confidence on the telephone.
- An ability to prepare Press Release style notices.
- Thorough knowledge of the state club movement and the SIVS registration system.
- An ability to utilise technology.

**Chapter 4 VICE PRESIDENT'S RESPONSIBILITIES**

**The Vice President is an elected officer of the association and a member of the Management Committee.**

**INTRODUCTION**

The Vice-President of the Association should be considered to be the relief President. The Vice President should be completely familiar with the operation of the Association.

**DUTIES**

- Relieve the President as required in all aspects of the association including the chairing of meetings and representing the association on formal occasions.
- Prepare a Newsletter as required.
- Arrange for guest speakers or activities for the General Meetings.
- The Vice President will chair the election of officers during the AGM and will hand over chairmanship to the new President at the conclusion of the voting.
- An ability to utilise technology.

**SKILLS**

The duties to be performed by the Vice President require basic skills generally acquired in the course of many personal and business duties.

- A good knowledge of the operation of the association, its objectives, Constitution & By-Laws, achievements and resources.
- An ability to speak with confidence.
- An ability to speak clearly and with confidence on the telephone.
- An ability to prepare Press Release style notices.
- Thorough knowledge of the state club movement and the SIVs registration system.
- An ability to utilise technology.

**Chapter 5 SECRETARY'S RESPONSIBILITIES****The Secretary is an elected officer of the association & a member of the Management Committee.****INTRODUCTION**

- The Incorporation Act and the QHMC Constitution require the association to operate under a defined set of rules and regulations.
- The Secretary performs or supervises most of those tasks necessary to meet these obligations.
- The Secretary is the focus through which all the business enters and leaves the association except as delegated by the Committee.
- To operate effectively, the Secretary must be aware of the duties and tasks assigned to all other Committee Members.

**DUTIES**

- Maintain knowledge of the Constitution and By-Laws.
- Manage the QHMC Office functions and arrange attendance.
- Complete and Submit Annual Return – Office of Fair Trading.
- Manage and record all correspondence Inwards and Outwards within the association and among Committee. Once approved by the President, the Secretary is to email these documents to the Webmaster for inclusion with the minutes on the QHMC Website.
- Prepare Meeting agendas (General and Committee meetings) in consultation with the President. Once approved by the President, the Secretary is to email these documents to the Webmaster for inclusion with the minutes on the QHMC Website.
- Prepare Minutes of Committee, General Monthly and Annual General Meetings. Once approved by the President, the Secretary is to email these documents to the Webmaster for inclusion with the minutes on the QHMC Website.
- Arrange regular and timely clearance of the QHMC mail box.
- Ensure the Membership Register is maintained (*Note – this task has been allocated to Membership Secretary/ Treasurer – though it remains the responsibility of the secretary to ensure it is completed.*).
- Ensure appropriate insurance policies for the Association have been effected each year.
- Maintain attendance book and the Common Seal.
- Conduct association with the Treasurer, a physical stocktake of fixed assets on hand at the 30th June each year, and at other times if required, and provide a written listing.
- All stock is to be valued at the lower of cost or net realisable value for inclusion in the Balance Sheet.
- Ensure Landlord receives annually a copy of the appropriate PLI Certificate of Currency.

**CORRESPONDENCE PROCEDURES**

- When contacting QHMC the clubs full name is to be used not initials.
- All correspondence into and out of the Association is to be made through the Secretary or as decided by the Committee on specific items.
- The Secretary is to respond to correspondence in writing and sent via electronic means (unless the President authorises mail to be posted) or initiate correspondence on behalf of the Committee / Association.
- All correspondence into and out of the Association shall be recorded and/or filed such that at any meeting the Secretary shall be able to report on the receipt, despatch or status of correspondence.
- A copy of all outgoing correspondence is to be retained on file.
- Items of an advertising nature need not be retained.
- The summary of the correspondence in and out since the previous Committee & General Meeting is to be made available, by the Secretary to committee members at Committee Meetings, and Delegates at General Meetings.
- Records of inward and outward correspondence are to be filed electronically.
- Generally, the Secretary shall decide what incoming correspondence should be allocated to other members of the Committee for consideration and what action is to be taken.
- Given that some correspondence may have critical timing significance or involve the receipt of funds or payment of accounts, it shall be passed on promptly to the other members of the Committee as required and a note made of who might then be holding it and as to when a reply or other action is due.
- The Secretary shall arrange for the association mail box to be cleared regularly at a frequency of no less than approximately once per week.
- The Secretary shall act on behalf of the Association and use the Association letterhead for all formal correspondence and shall sign as the Secretary, or on behalf of the Committee, if the Committee has duly authorised the correspondence.
- The Secretary may sign other correspondence on behalf of other officers of the Association or other members of the Committee if so authorised.
- All correspondence distributed by delegates or visitors at QHMC Inc meetings **must** be approved by the majority of the management committee.

**SKILLS**

- A thorough knowledge of the operation of the QHMC, its objectives, Constitution & By-Laws, achievements and resources.
- An ability to speak clearly and with confidence on the telephone.
- An ability to prepare and manage correspondence electronically.
- Knowledge of the club movement and the SIVs scheme.
- Computer skills and knowledge of basic software applications are required.

**Chapter 6 TREASURER'S RESPONSIBILITIES**

**The Treasurer is an elected Officer of the Association and a member of the Management Committee.**

**INTRODUCTION**

- The Incorporation Act requires the Association to submit a report on its financial affairs over the past year to the Office of Fair Trading.
- The QHMC Constitution also requires the Treasurer to produce a financial report at the end of the financial year and that the Treasurer be able to provide a statement at any time - hence the need for a monthly statement.

**DUTIES**

- Manage the financial affairs of the Association in an orderly, professional and timely manner to ensure that the Association is able to meet its financial obligations as and when they fall due.
- Control and operate all bank accounts of the Association.
- Arrange transfers between accounts when necessary.
- Advise and recommend to the members on the financial issues of the Association.
- Advise the Committee or special events co-ordinators on matters relating to the financial affairs of the Association if required.
- Ensure that the Association complies with all the legal, statutory and other regulations of the day relating to its financial affairs.
- Organise the preparation of a financial statement at the conclusion of special events and ensure its accuracy.
- Conduct in association with the Secretary. a physical stocktake of fixed assets on hand at the 30th June each year and at other times if required and provide a written listing.
- All stock is to be valued at the lower of cost or net realisable value for inclusion in the Balance Sheet.
- Give a report at the Committee, General and AGM meetings.

**SKILLS**

- Computer skills and knowledge of spreadsheets and basic software applications are required.

**MEMBERSHIP SECRETARY RESPONSIBILITIES TO BE COMBINED WITH THE TREASURERS ROLE.**

**The Membership Secretary is an elected Officer of the association and is a member of the Management Committee.**

**DUTIES**

- Maintain the Membership Register and email an updated spreadsheet to the Secretary on a regular basis.
- To give a report at General Meetings giving details of new clubs that have joined, Total Number of Affiliated Clubs, total Number of Members in Affiliated Clubs and Number of Vehicles within Affiliated Clubs.
- Respond to membership inquiries within a week.

**FINANCIAL PROCEDURES**

- QHMC operates its financial accounts on a cash book basis.
- The procedures and records may be maintained using a Computer software package.  
**Records to be maintained .**
- Cash receipts book, supporting vouchers and summary of deposits to the bank account.
- Bank Deposit book.
- Summary of monthly receipts.
- Cash payment book, payment voucher file and cheque books.
- Bank statements for all the Associations accounts.
- Monthly bank reconciliations for all accounts.
- Fixed assets register.
- Currently the QHMC operates the following bank accounts:-
  - a) General Account.
  - b) Term Deposit Account 1.
  - c) Term Deposit Account 2.
  - d) Special Account.

**Treasurers Specific Tasks**

- Prepare an operating and cash flow budget annually for the financial year - 1st July to 30th June.
- Accept monies due to the Association, prepare banking documentation and deposit monies promptly.
- Maintain a record of all deposits.
- Maintain a cash receipt book.
- Pay accounts owing by the Association in a timely manner.
- Ensure that the nature of the payment is relevant to the activities of the Association and that all supporting documentation is present and approved by the person responsible for the activity.
- Ensure that all payment vouchers are filed systematically in date order.
- Enter all cheques / payments in a cash spreadsheet and summarise all transactions monthly.
- Prepare bank reconciliation for all active bank accounts prior to each meeting (General and Committee meeting).
- Prepare a monthly Treasurer's report including a summary of receipts and payments, cash position, estimate of unpaid commitments and net funds position.
- Provide the Management Committee with a list of all payments made in the previous month, showing cheque number (if applicable), payee, amount and nature of the payment.
- The Committee **must** formally approve all payments.
- Prepare a proposed budget forecast prior to the AGM for presentation to the Management Committee.
- Recommend annually to the Management Committee a membership fee structure in line with the proposed budget.
- Prepare annual accounts of the Association and present a report to members at the Annual General Meeting.
- Submit accounts of the Association to the nominated Auditor for annual auditing before being returned to the Association.
- Auditor report to be presented at the Annual General Meeting for approval.
- If under the terms of the Incorporations Act the Association is a class 1 or 2 association (turnover or liquid assets >\$20,000) recommend the appointment of the Auditor to the Committee. With the Committee's approval the Treasurer will recommend the Auditor's appointment at the AGM.
- Prepare and submit a Tax Return each year if required by law.
- To perform their duties and, if not completed over a 2 months period, the Treasurer is to be given 1 month warning. Failing completion of duties the Treasurer is to be relieved of duties.
- If the Financial Report is questioned at any time, it is to be in writing to the QHMC President and then an arrangement made to attend at a special meeting with the Management committee were the figures are discussed.
- If the Financial Position is required for a special occasion or a charitable donation, Delegates are to be advised of the details and funds entered into a special separate account.

**Authorities**

- All internet transactions and/or cheques must be formally approved by the Committee or Delegates at the first available meeting **before** preparation of the cheque.
- All authorisations require the signatures or dual internet authorisation of any **TWO** of the President, Vice President, Secretary and Treasurer, if 1 person holds two positions.
- To sign cheques and other banking instruments and authorisations jointly with either the President or Secretary.
- Monthly Treasurer's reports must be approved at the next General Meeting of members.

**Requirements for Annual Financial Return**

- Requirements for annual financial return to Office of Fair Trading is a tiered reporting system based on total revenue or assets of the Association:
- Level 1 Associations, with at least total revenue or current assets of more than \$100,000, will continue to be fully audited.
- Level 2 Associations are those which do not fall into either Level 1 or Level 3. They will not be required to provide fully audited statements but must instead have a registered accountant confirm that the books of the Association have been kept in a manner consistent with good accounting practice.
- Level 3 Associations are those with total revenue of \$20,000 or less and current assets of \$20,000 or less. These Associations will only be required to lodge a statement by the Association's President or Treasurer, that they have kept accurate books of account.
- The lesser requirements for full Financial Audits for Level 2 and Level 3 Associations is expected to make completing a financial return more simple for smaller clubs.

## **Chapter 7 ASSISTANT SECRETARY RESPONSIBILITIES**

**The Assistant Secretary is an elected Officer of the association and is a member of the Committee.**

### **DUTIES**

- Under direction of the Secretary, assist the Secretary to perform any of the Secretary's duties.
- Act as the Secretary in the absence of the Secretary.

## **Chapter 8 WEBMASTER'S RESPONSIBILITIES**

**The Webmaster is an elected Officer of the Association.**

**There is no limit to the duration of the appointment of this position appointment.**

**The Webmaster need not be a member of the Committee.**

### **INTRODUCTION**

QHMC operates an Internet web site – [www.qhmc.net.au](http://www.qhmc.net.au).

The QHMC Events calendar is to include events of QHMC Affiliated Member Clubs only – unless otherwise authorised by the QHMC Committee. (An example of an event on the calendar and not organised by a QHMC member club is RACQ Motorfest.)

### **DUTIES**

- Update the QHMC Website as required, within 1 week of receipt.
- Update the QHMC Event Calendar to show events, within 1 week of receipt
- Past events to be deleted from the QHMC Event Calendar within 1 month of the Event conclusion.
- Obtain the details of Events raised at General and Committee Meetings, and add to the QHMC Event Calendar within 1 week of the meeting. (Note this is to be emailed to the Webmaster by the Management Committee.
- Upload relevant reports of activities, e.g. Minutes of Meetings.
- Minutes of the General Meeting are to be loaded onto website within 1 week or receipt from the Management Committee.
- Remove all old or outdated material.
- Pass on any Email queries to the appropriate QHMC committee member.
- Provide regular reports to the Management Committee on the status of the Website.
- To maintain website skills to an acceptable level.
- Two Members to control the Website.

### **INTERNET PAGE CONTENT**

The Website must be truthful, polished and not liable to legal challenge on matters of fact or copyright. Minutes of General Meetings and other reports should be in a form that is easily downloadable, readable and preferably in a PDF format.

### **TIME REQUIRED**

The Internet Webmaster could be expected to spend approximately 1 to 2 hours a month maintaining the web site.

## **Chapter 9 TMR (Transport and main Roads) LIAISON OFFICER'S RESPONSIBILITIES**

**The TMR Liaison Officer is an elected Officer of the Association and is a member of the Committee.**

### **INTRODUCTION**

- QHMC regularly liaises with TMR.
- The role of this position is to be QHMC's representative on all discussions.
- This role is not to set or agree on policy but just to act as a conduit for face to face communication with TMR.

### **DUTIES**

- Attend monthly QHMC General & Committee meetings and to contact TMR when necessary with questions raised by Delegates.
- Advise QHMC meeting of issues raised by TMR and other motoring organisations.
- Keep the Management Committee informed of issues raised.
- Report to General Meetings on issues discussed or potential issues to be raised at the meetings with TMR.
- Be QHMC's point of contact for Department of Transport and Main Roads staff.
- The TMR Liaison Officer is not authorised to make any agreements with representatives of TMR unless specifically authorised to agree to a proposal approved by a General Meeting of the QHMC.



**REQUIRED ABILITIES**

The ability to communicate information from TMR to QHMC and from QHMC to TMR.

**TIME REQUIRED**

11 General meetings per annum (4th Thursday night of the month, excluding December) & Regular Meetings with TMR and the time required to collate information from these meetings and deliver the information to the General meetings.

- Assist member clubs with enquiries throughout the month.
- Assist the Management Committee in the preparation of proposals to TMR.

**Chapter 10 QHMC-RMVSG (Recreational Motor Vehicles Safety Group) OFFICER'S RESPONSIBILITIES**

**The RMVSG - TMR Liaison Officer is an elected Officer of the Association and is a member of the Committee.**

**DUTIES**

- Attend monthly QHMC General meetings as well as regular meetings with RMVSG.
- Advise QHMC meeting of issues raised by TMR and other Motoring Organisations at the RMVSG Meetings.
- Convey QHMC proposals and views to TMR at the RMVSG meetings.
- Seek QHMC's positions on issues flagged to be discussed at these meetings.
- To keep the Management Committee informed of issues raised at RMVSG meetings.
- Report to General Meetings of issues discussed & potential issues to be raised at the meetings with TMR.
- Be QHMC's point of contact for Department of Transport and Main Roads staff.

**REQUIRED ABILITIES**

The ability to communicate information from RMVSG to QHMC and from QHMC to RMVSG.

**TIME REQUIRED**

11 monthly General meetings per annum (4th Thursday night of the month, excluding December) & regular meetings with RMVSG and the time required to collate information from these meetings and deliver the information to the General meetings.

**Chapter 11 MEMBER CLUB DELEGATE'S RESPONSIBILITIES****DUTIES**

- Attend monthly QHMC Meetings (Except December) and represent the views of the member club they represent.
- Advise of their Clubs position in items raised at QHMC meetings.
- Seek advice from the Club they represent with regard to the items to be raised at the QHMC meetings.
- Seek their Club's positions on issues flagged to be discussed at these meetings.
- Keep their Club's Management Committee informed of issues raised at QHMC meetings.
- Advise the general membership of the Club they represent, of issues raised at QHMC meetings. Provide information to the Club Newsletter Editor relating to important items arising from discussions at QHMC meetings that would be of interest to the wider Club membership.
- Ensure they receive General Meeting Minutes.

**WHO SHOULD BE A CLUB DELEGATE?**

- An active member of the club with a strong interest in the historic vehicle movement.
- A regular attendee at QHMC General meetings.

**REQUIRED ABILITIES**

The ability to communicate information from the Member Club to QHMC and from QHMC to their Club members.

**TIME REQUIRED**

11 General meetings per annum (4th Thursday night of each month excluding December) and the time required to collate information from these meetings and deliver the information to their Club members at meetings and in their Club magazine.

## **Chapter 12 AHMF (Australian Historic Motoring Federation) DELEGATE'S RESPONSIBILITIES**

**AHMF delegates are elected Officers of the Association and are members of the Committee. QHMC is entitled to 3 AHMF Delegates to AHMF AGM and Conference.**

### **DUTIES**

- Attend AHMF Annual General Meeting and Conference and represent the views of QHMC.
- Attend AHMF Teleconferences.
- Present and support QHMC agreed items for the AHMF agenda and at the AHMF meetings.
- Seek advice from QHMC meetings and Management Committee with regard to the items raised by the AHMF Management Committee.
- Liaise with like Associations within the state and in other states to establish rapport and agree on joint principles of operation. For example, joint sharing of information, joint submissions to state and national bodies where appropriate, collaboration on promotional activities or purchasing arrangements.
- Correspond with the AHMF Management Committee on national matters raised at QHMC meetings.
- Keep QHMC Management Committee and General Meetings attendees informed of issues raised either at AHMF meetings or through the AHMF management committee.
- Provide a Quarterly Report to AHMF – due 31st March, 30th June, 30th September and 31st December annually.

### **WHO SHOULD BE AN AHMF DELEGATE?**

- An active QHMC Club Delegate with a strong interest in the National historic vehicle movement. A regular attendee at QHMC General meetings.

### **REQUIRED ABILITIES**

The ability to communicate information to the AHMF from QHMC and from the AHMF to the QHMC.

### **TIME REQUIRED**

The AHMF delegates attend 11 QHMC Committee & General meetings per annum (4th Thursday Night each month except December)

Attendance at the AHMF 2-3 day AGM and the time required to collate information from these meetings and deliver the information to the AHMF & QHMC meetings.

### **AHMF COMMITTEE POSITIONS**

Should a QHMC Delegate be elected to an AHMF Committee position. they are to be retained as Delegate for their club.

## **Chapter 13 ADDITIONAL QHMC POSITION RESPONSIBILITIES**

### **TEA PERSON Optional**

- Purchase Tea, Coffee, Milk and Biscuits to ensure sufficient supply for monthly meetings.
- Prepare & serve tea & coffee & serve at monthly meetings.
- Clean up tea and coffee cups etc. after the meeting.

## **Chapter 14 MEETING PROCEDURES**

### **GENERAL MEETINGS, COMMITTEE MEETINGS, & ANNUAL GENERAL MEETINGS.**

#### **AGENDA**

An agenda is to be prepared by the Secretary in consultation with the Chairman of the meeting and it is to be emailed to the Chairman.

#### **TAKING OF MINUTES (General Meetings, Committee Meetings, AGM plus other Meetings as required)**

- The minutes of Committee Meetings are to be distributed to Committee members only; these minutes are to be emailed to all Committee members. Given the sensitive nature of some business transacted in Committee Meetings, these minutes are not to be published on the Website. Committee Minutes of all meetings shall be retained and filed on the QHMC Secretarial computer.
- If Management Committee minutes are questioned at any time it is to be in writing to the President and arrangement made to attend a committee meeting for discussion.
- Minutes of the meeting are to be made against all items on the agenda and other items that may be raised under General Business.



- The minutes of the Annual General Meeting and General Meetings are to be made available to all members upon request, within reason, and are to be emailed to the Webmaster to allow them to be published on the Associations website within 2 weeks of the meeting and distributed via email to all clubs and delegates.
- It is the responsibility of the person who is Secretary at the commencement of the Annual General Meeting to continue recording the proceedings of the Annual General Meeting, and to produce minutes of the meeting even though the position of Secretary has been declared vacant.
- To assist in the minute taking it is most useful for speakers to identify themselves by, giving their name and the club they represent.

**AGENDA ITEMS**

All Agenda Business items are considered before other General Business or non-specific Agenda items are introduced.

**GENERAL BUSINESS**

It is most desirable that meetings are structured to ensure that all business is addressed before the other activities are commenced.

The normal protocol is that the Chairman does not move or second a motion, unless it is a direction from his/her Club, but can vote as a delegate and has a casting vote to resolve a tied vote.

**GUEST SPEAKERS**

Where a guest speaker is available, he/she is to be advised of the time that he is expected to begin and the time available for them to speak.

On the day, it may be expedient to defer non-essential items until after the guest has spoken.

**Chapter 15 EVENT CALENDAR**

QHMC coordinates the calendar of events on the QHMC website.

QHMC outlines the timing of Major Event activities throughout the year of a number of (Affiliated) Incorporated Clubs.

- Member Clubs advise the Secretary in writing of proposed event and dates.
- The Secretary is to email events and event flyers of affiliated clubs onto the Webmaster to enter onto the website.
- Event information be forwarded direct to the Webmaster via email.

**CHAPTER 16 QHMC OVERALL MANAGEMENT TIMETABLE**

**OVERVIEW**

Each year the QHMC management committee need to undertake a number of regular tasks or activities to ensure the smooth running of the council.

This section of the Operational Guidelines identifies the timelines for these activities.

The following table details the timing of the QHMC Management tasks and activities regularly undertaken.

WHEN	ACTIVITY	TIMING/WHO
Weekly	Clear mail box- and distribute as applicable	<b>Secretary (or nominated committee person)</b>
Weekly	Update Club Email addresss & member list	Within 1 week of advice and at receipt of annual affiliation form- <b>Membership Secretary/ Treasurer</b>
Weekly	Forward new membership applications/ inquiries to the secretary	Within 1 week of receipt – <b>Membership Secretary</b>
Weekly	Update website for news minutes and articles	Within 1 week of receipt/ maximum 2 weeks after meetings- <b>Webmaster</b>
Weekly	Event Calendars <ul style="list-style-type: none"> <li>• Ensure new events do NOT clash with or adversely affect existing events on the QHMC Calendar.</li> <li>• New Events within one week of advice of new event.</li> <li>• Delete within 1 month of event conclusion.</li> </ul>	Within 1 week of receipt – <b>Webmaster</b>
Weekly	Respond to new membership application inquiries	Within 1 week of receipt – <b>Membership Secretary</b>

WHEN	ACTIVITY	TIMING/WHO
Monthly	Provide Secretary with monthly financial report	Within 1 week of receipt – <b>Treasurer</b>
Monthly	Conduct General Meetings	4th Thursday of the month except December
Monthly	Publish Draft General Meeting minutes and the next months Agenda	Within 2 weeks of General Meeting- <b>Secretary</b>
Monthly	Update website with General Meeting minutes	Within 2 weeks of General Meeting approval- <b>Webmaster</b>
Monthly	Conduct committee meetings	Within the first week of the month agreed to by the Land Lord
Monthly	Document Committee meeting minutes	Within 2 weeks of committee meetings - <b>Secretary</b>
Regularly	Publish Newsletter as required	Vice- <b>President</b>
Regularly	Update website with the current Newsletter	Within 1 week of receipt – <b>Webmaster</b>
Regularly	Develop agenda items for the RMVSG meeting	As Advised- <b>President &amp; QHMC- TMR officers</b>
Regularly	RMSVG meeting- with TMR	As Advised <b>QHMC-TMR Liaison Officer &amp; TMR Liaison Officer</b>
Regularly	AHMF delegates report to QHMC	As Required - <b>AHMF delegates</b>
Regularly	Check Maturity of Term Deposit	<b>Treasurer</b>
January	Advise Affiliation clubs of NMHD date	<b>QHMC Committee</b>
January onward	Call for Robert Shannon Foundation Trust fund applications	General meeting & minutes (clubs to submit by 1st May)- <b>QHMC Committee</b>
January onward	Book flights for AHMF AGM	Book flights once cheap fares available- <b>AHMF delegates</b>
March	Call for RSF Trust applications	February meeting minutes- <b>QHMC Committee</b>
April	Access, endorse the Robert Shannon Foundation Trust Applications	April committee meeting- <b>Management Committee</b> Note- if applications received after meeting and before May 1st a special committee meeting will be required
May	Finalise AHMF Agenda submission-closing date & Presidents Report by Approx 1st June	Management Meeting
June	Distribute position nomination forms	With May General Meeting minutes- <b>Secretary</b>
June	Distribute notice of QHMC AGM in September	With May General Meeting minutes & on Website- <b>Secretary</b>
1st June	Robert Shannon Ffoundation Trust grants to be received by the trust for assessment	<b>Management committee</b> to ensure applications are with the trustees PRIOR to 1st June
1st June	List Inventory Items	<b>Committee</b>
June	develop draft budget (required June prior to settling the affiliation fees)	June Management Meeting- <b>Treasurer</b>
June	Set affiliation fees for next financial year	<b>June</b> management meeting (confirm at July general meeting)
June	Develop next years recommended action plan	Meeting
June	Check Nomination Form	<b>Committee</b>

WHEN	ACTIVITY	TIMING/WHO
June	Revise Constitution, By-Laws, Operation Guidelines & major Event Guidelines	<b>Committee</b>
June (Even Years)	Draw Prostate Mega Raffle	General Meeting
1st July	Prepare and distribute Renewal & Affiliation Forms	Prior to AGM, <b>Secretary, Membership Officer &amp; Treasurer</b>
July	Archive Minutes and Correspondence from previous year	<b>Secretary</b>
July	Prepare financial report for auditor	<b>Treasurer</b>
July	Arrange audit of the QHMC Prepared accounts	<b>Treasurer</b>
July	Confirm affiliation fees for the next financial year	July general meeting
September	Change bank signatories fill in bank forms at AGM and submit with AGM Meeting Minutes within 3 weeks of AGM	After AGM- <b>new committee</b>
September	Pay AHMF affiliation	September General meeting <b>Treasurer</b>
September	Archive Financial & Audit books	<b>Treasurer</b>
September/October	Fill in & Submit OFT Affiliation Form	Within 2 weeks of AGM <b>New Committee/ Secretary</b>
September/October	Review Draft Budget	<b>Treasurer</b>
September	Public liability insurance Quotes	Details to be provided to all Committee members- <b>Secretary</b>
October	public liability insurance- agree on company-payment required	Agree on insurer- <b>Management Committee</b> ; renewal to be completed- <b>Secretary</b> ; payment- <b>Treasurer</b>
October	Review risk management policy	Annually after AGM Committee
October onwards	QHMC affiliation reminders to be sent to all overdue clubs (due 30th Sept - unfinancial 30th Nov)	Email relevant club Secretaries, Presidents & Treasurers- <b>Assistant Secretary/Treasurer</b>
November Odd Years	Promote Raffle for the Cancer Foundation of Australia and Arrange Prizes	<b>Treasurer</b>
November	Review & Arrange food for the November Meeting	<b>President/Vice President</b>

## Chapter 17 RISK MANAGEMENT POLICY

### 1. POLICY

This Policy has been prepared to —

- (a) Comply with the Queensland Workplace Health and Safety Act 1995 as amended and other statutory requirements; and
- (b) Reduce potential risk of injury to members and visitors while participating in activities of the club.

#### **Disclaimer:**

While every effort has been made to identify risk management issues, members of the club do not accept any responsibility for any errors, omissions or inaccuracies in this document.

**Members and visitors are responsible for assessing their own physical capacity when choosing to participate in any arranged activities.**

## 2. PROCEDURES

To minimise potential risk of injury to members and visitors, the Management Committee will ensure that the following procedures are observed —

### (A) Activities (General and Sub-Group Meetings, Tours, Visits)

- Maintain a record of all persons attending in line with current Government Regulations.
- Good food hygiene is practiced.
- Compile as required an objective incident/injury report for submission to the subsequent meeting of the Committee.
- Report incidents/accidents/injuries to the QHMC Insurance provider where insurance claims are likely.

### (B) Meeting Venues

- When required, the venue is certified or licensed as an approved meeting place.
- Locations of exits, emergency evacuation procedures and assembly points are made known to all present.
- Power leads with twelve month regulation tags, microphone cables are properly secured and covered, providing clear, safe walkways, and all equipment is secured.

### (C) Activities/Tours

- All activities and tours are approved beforehand by the Committee.
- A member is appointed to co-ordinate each activity.
- Duty-of-care is undertaken in selecting transport of a type and standard suitable for the duration and needs of participants.
- Public transport providers shall be licensed and explain the procedures to be taken in case of emergency.
- All vehicle used are registered for the proposed use.
- Prior to any activity, full details of special requirements, e.g. suitable and/or protective clothing, protective eyewear, headgear and/or footwear, degree of difficulty, and special access arrangements are to be made known.

## 3. OTHER ISSUES

- The club will comply with privacy legislation.
- Future issues related to hazard identification, risk assessment and risk management will be addressed as they arise.
- This policy will be reviewed at least once a year at the 1st meeting after the AGM and other times as the committee considers fit.

## Chapter 18 WEB MANAGEMENT

- QHMC will maintain a presence on the internet.
- QHMC will maintain a current website that will be updated with current information and news at least once per month.
- QHMC will use the Domain Name "[qhmc.net.au](http://qhmc.net.au)". The domain name is currently registered through Australian Websites. Contact with Australian Websites can be made by email: [Info@australianwebsites.com](mailto:Info@australianwebsites.com). Godaddy host the QHMC website – URL = <http://godaddy.com.au/>
- While the Webmaster is responsible for ensuring the web presence is available and is kept up to date, it is the Committee's responsibility and role to provide the information to the Webmaster to publish.
- The Committee will decide what information is to be published on the website. They will provide the information and proposed layout & navigation to the webmaster together with a date by which the information is to be published.
- The Webmaster will publish and test access to the data and advise the Committee when published.
- The responsible person on the committee will then access the website to ensure the published information is correct.
- They will then advise the webmaster that the new information is acceptable or not.
- The QHMC website is **NOT** to be hosted by an overseas provider.
- The old website domain name of "QHMC.ORG.AU" will be retained **BUT NOT** used.

### **QHMC Email Accounts**

- QHMC will maintain a number of [qhmc.net.au](http://qhmc.net.au) mail accounts.
- The Webmaster will set these accounts up and manage passwords, however it is the responsibility of the members of the Committee to manage the mail sent to and from these accounts.

Currently the qhmc.net.au mail accounts are:

[president@qhmc.net.au](mailto:president@qhmc.net.au)

secretary@qhmc.net.au  
treasurer@qhmc.net.au  
membership@qhmc.net.au  
tmr@qhmc.net.au  
assistanttmr@qhmc.net.au  
publicity@qhmc.net.au  
webmaster@qhmc.net.au

## **Chapter 19 SPECIAL INTEREST VEHICLE SCHEME**

As per the State Government Guidelines, see the TMR web page

<https://www.qld.gov.au/transport/registration/fees/concession/special-interest/restrictions>

### **Penalties**

- If you use your vehicle outside of the conditions of the special interest vehicle concession, you will face a fine or risk having your concession revoked.
- You may also risk serious insurance implications if your vehicle is involved in a crash whilst being used contrary to the conditions of the concession scheme. If there is damage to your vehicle, yourself or others your compulsory third party insurance and comprehensive insurance may become null and void.

## **Chapter 20 REGISTERING A VEHICLE UNDER THE SIVS CONCESSION**

Complete the registration concession application [F3937] (<https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3937>) and take it to a TMR Service Centre.

**Club membership** - You require evidence, at the time of application, of current membership with a Queensland **incorporated** vehicle club or Incorporated Association to be eligible for this concession.

**This membership must be maintained while the vehicle is registered under the scheme.**

Your incorporated club can provide evidence of your current membership, which needs to:

- be on club letterhead.
- include details of your vehicle (make, model, year and chassis number).
- be signed by an Incorporated Club official.

Vehicles other than historic ambulances and fire-fighting equipment vehicles must be registered in the name of the incorporated club member (individuals only). However, the Department of Transport and Main Roads may also approve incorporated historical societies with a recognised interest in vehicle heritage to register eligible vehicles under the scheme. Such applications are considered on a case-by-case basis. Contact your nearest transport and motoring

Customer Service Centre ( <https://www.qld.gov.au/transport/contacts/centres/index.html> ) or  
QGAP office ( <http://www.qld.gov.au/about/contact-government/contacts/government-service-offices/> ),  
Magistrates Court ( <http://www.qld.gov.au/law/court/courts/courthouse-locations/> ) or  
local police station ( [http://www.police.qld.gov.au/station-locator/station\\_locator.asp](http://www.police.qld.gov.au/station-locator/station_locator.asp) )  
that provides vehicle registration services for more information.

### **• Historic Dating & Membership Certificate**

Proof Club membership and Dating Certificate have been combined into the one form - Refer QHMC website - [www.qhmc.net.au](http://www.qhmc.net.au) or the sample on page 14

### **• Historic ambulances and fire-fighting equipment vehicles (no age limit) —proof of eligibility**

- There is no age restriction for historic ambulances and fire-fighting equipment vehicles.
- To be eligible for registration under the Special Interest Vehicle Registration Concession Scheme, historic ambulances and fire-fighting equipment vehicles must be registered in the name of one of the following.
- An incorporated fire brigade.
- An incorporated ambulance service.
- A current member of an incorporated ambulance historical society or fire brigade historical society (proof of this membership is required on Club letterhead or other official documentation).
- A current member of an incorporated vehicle club if vehicle is 30 years of age or more (proof of this membership is required on Club letterhead or other official documentation).

**Club membership exemptions**

- If you live in a remote area you may be eligible for an exemption from the incorporated club membership requirement.
- All exemptions will be considered on a case-by-case basis. Contact your nearest transport and motoring Customer Service Centre ( <https://www.qld.gov.au/transport/contacts/centres/index.html> ) or QGAP ( <http://www.qld.gov.au/about/contact-government/contacts/government-service-offices/> ) Magistrates Court ( <http://www.qld.gov.au/law/court/courts/courthouse-locations/> ) or local police station ( [http://www.police.qld.gov.au/station-locator/station\\_locator.asp](http://www.police.qld.gov.au/station-locator/station_locator.asp) ) that provides vehicle registration services for more information.

**IMPORTANT – All numbers associated with a vehicle should be recorded at time of purchase.**

- TMR did not commence recording chassis numbers until 1988 so all engine numbers should be recorded even if motor is seized and may be disposed of.
- Note that even the proof of previous registration is not sufficient if the vehicle does not comply with standards set for vehicles of the particular era. Such information is available via searches on the internet. Vary your searches until you find the information you require or consult either your Car Club or one that fosters membership of your type of vehicle.
- This guide is not complete though it may assist in the registration process. The more you qualify your statements and the more information you can supply, the less chance you will have of the vehicle being denied registration.
- Collate pertinent information as to the vehicle's original identification. This includes the identification numbers and location of same. If you are unsure of locations then check a workshop manual and consult other car club members.
- Ensure the numbers you record are the actual identification numbers. ie; Engine & Chassis numbers
- Obtain all documentation from previous owners including details of when vehicle was imported into Australia even if it just shows "Prior to 1988" and any signed and dated receipts.
- If there are few or no documents available, ask the previous owner if they have old photographs of the vehicle that also depict the registration number. These may be the key to proving previous registration, particularly interstate. Mark on back of the copy. *"Copied from original photograph obtained from....."* If you have access to a JP, you could also have the JP certify, *"This is to certify this is a true copy of an original which I have sighted"*.
- Detail the work you have put into restoring the vehicle including if possible photos of the vehicle prior to, during and after the restoration.
- If the vehicle was last registered many years ago, if at all then a time log may be pertinent to proving the history of the vehicle.

**Important Note**

If you are seeking to register your vehicle with the SIVS (Special Interest Vehicle Scheme) registration, your vehicle must be inspected by a "Dating Officer" of an Incorporated Car Club who will issue you with a "Historic Dating & Membership Certificate" to prove the vehicle is over 30 years of age and you are a member of that Club.

If you still experience difficulties in registering a vehicle then contact your Car Club who may seek assistance from Queensland Historic Motoring Council – [tmr@qhmc.net.au](mailto:tmr@qhmc.net.au)

**Chapter 21 HISTORIC DATING & MEMBERSHIP CERTIFICATE**

The QHMC has discussed the dating certificate (page 14) with TMR and both parties have agreed to use and recommends the Historic Dating and Membership Certificate below. This must incorporate the registered clubs name with Office of Fair Trading and also include the Clubs Incorporation Number.





**QUEENSLAND SPECIAL INTEREST VEHICLE SCHEME  
CLUB INCORPORATED NAME AND INCORPORATION No  
HISTORIC DATING AND MEMBERSHIP CERTIFICATE**

**Registered Operator's details**

Name/s .....  
Address .....  
.....Postcode .....

**Vehicle details**

Make .....Series / Model .....  
Body style .....Year of manufacture (if known) .....  
VIN/Chassis No.....Engine No.....  
Registration Number (if registered or previous number if known) .....

**Club details**

Club name .....  
Membership/Receipt  
No.....ClubAddress.....

**Declaration**

I .....certify that the above information is correct, that I am, and **will** remain, a member of a Historic Vehicle Club incorporated in Queensland while this vehicle is registered under the Queensland Special Interest Vehicle Scheme (SIVS) concession. I also agree to abide by the current Special Interest Vehicle Scheme (SIVS) registration guidelines as set out on the QLD Department of Transport and Main Roads website (as updated from time to time. www.tmr.qld.gov.au)

Registered Operator's Signature ..... Date .....

Signature of Witness .....Date .....

Name of Witness .....

**Dating Officer's Declaration**

I, ..... as a Dating Officer appointed by (club name) ..... certify that the above vehicle meets the registration requirements of the Queensland Special Interest Vehicle Scheme as set out on the Department of Transport and Main Roads website at this date.

Vehicle inspected:- In person Photograph and Documentation

I have confirmed/sighted proof of current financial membership.

Dating Officer's signature .....Date .....

Dating Officer's contact number .....

## **Chapter 22 DATING OFFICERS**

- QHMC does **not** have a **Dating Officer**.
- Each Club should appoint as many Dating Officers as required to cover the club's geographical area.
- A dating officer cannot issue a dating certificate on their own vehicle/s.

### **Dating Officers**

- The Dating Officers should be experienced club members with a good general knowledge of the historic vehicle movement.
- They should fully understand the SIVS guidelines and the procedures for registering a vehicle.
- Ideally, a Dating Officer should be able to identify the build year of any vehicle eligible for club membership.
- For single make or model clubs.
- Dating Officers would normally know this type of information, however, for multi make vehicle clubs dating officers are not expected to be immediately able to identify the year of manufacture of all vehicles.
- Dating Officers for multi make clubs will be expected to be able to research on the internet or library or by contacting club members familiar with the particular model vehicle to be dated. He or she would then confirm the year of manufacture.

### **Dating Certification Process**

- The Dating Officer must confirm that the person requesting a dating certificate is a current financial member of the Incorporated Club.
- The Dating Officer should then arrange to inspect the vehicle at a mutually suitable location and time.
- Once the Dating Officer is confident of the year of manufacture of the vehicle, for which he or she has been asked to provide a Historic Dating and Membership Certificate, then the Dating Officer will check the vehicle to ensure that it generally conforms to the manufacturer's specifications (i.e. is not an old body placed on new running gear or hasn't been "hot-rodded" etc.).
- The Dating Officer must be satisfied that the vehicle generally conforms to the manufacturer's specifications and that any obvious modifications are either blue plated or were carried out over 30 years ago.
- The Dating Officer should inspect the VIN/chassis and or engine numbers of the vehicle for which the certificate is being issued to ensure that the Dating Officer is inspecting and certifying the correct vehicle.
- The Dating Officer can then enter all the details on all pages of the Historic Dating and Membership Certificate (*sample included in this Operations Guideline book on page 14*).
- The Dating Officer must get the applicant to sign both the page to be submitted to Department of Transport and Main Roads.
- It is recommended, the Dating Officer provides the vehicle owner with a current copy of the SIVS Document.
- The Dating Officer is to ensure that the applicant understands the rules for vehicle usage and club membership requirements of the SIVS concessional registration scheme.
- The Dating Officer is to maintain a record of inspected SIVS vehicles.

### **General Issues**

- The Historic Dating and Membership Certificate should only be issued based on photographs of the vehicle; or a physical inspection of the vehicle must be performed.
- It is not unreasonable for the club to recover all out of pocket expenses involved in issuing Historic Dating and Membership Certificates, however Clubs should **not** charge (with a view to making a profit) for issuing a Historic Dating and Membership Certificate.
- The QHMC recommends that clubs **do not** issue a Historic Dating and Membership Certificate to new members on the day that the new member joins the club.
- The QHMC view is that clubs should try to encourage members to be part of the old vehicle movement and **not** use the movement just as a means for enabling people to obtain cheap registration (SIVS) for vehicles over 30 years old & Omnibuses over 25 years old.

## **Chapter 23 DATING OFFICER'S RESPONSIBILITIES**

### **INTRODUCTION**

- The Vehicle Dating Officer of the Club is responsible to certify the date of manufacture of the Club member's vehicles for registration under the Queensland Transport SIVS rules.
- The Dating Officer/s is/are appointed by the Committee.

- Normally all or any of the President, Vice President, Secretary, and Treasurer are appointed as the Vehicle Dating Officers.
- There is no limit to the number and duration of the appointment/s of the position but it would normally be reviewed annually.

**DUTIES**

- Inspect member's vehicles to insure that they are substantially standard.
- Inspect member's vehicles to identify the date of manufacture.
- Issue Club Dating and membership Certificates.
- Maintain a record of Dating Certificates issued.

**Chapter 24 APPENDICES****APPENDIX 1****SAMPLE AGENDA – MANAGEMENT MEETING****QUEENSLAND HISTORIC MOTORING COUNCIL Inc.****AGENDA for MANAGEMENT COMMITTEE MEETING (Date)****Condition of Entry**

**OPENING.** The President declared the meeting open at----- (Time)

Welcome everyone and thanked them for their attendance.

Have you all signed the attendance book?

**Present****Apologies**

**Secretary Report Business** Presented by the Secretary

The President and The Secretary to sign Minutes of the General Meeting which were passed at the last (recent) General Meeting.

Check Draft Minutes of the recent General Meeting before emailing to all affiliated club secretaries and delegates who QHMC have contact details for.

Check Agenda for next month General Meeting before emailing to all affiliated club secretary and delegates who QHMC have contact details for.

Correspondence received – discuss includes phone calls, emails, postal letters and Draft letters if necessary for reply.

**Treasurer's Report Business** Presented by the Treasurer's

State Bank Balance and enquire if any accounts received for payment and to be ratified **before** cheques signed by 2 people.

**Other Reports** Check with rest of Committee.

Membership Secretary, Webmaster, AHMF, TMR Liaison Officer.

**Check Monthly to do in the Overall Management Timetable**

**Newsletter** items for discussion.

**Up-coming Events** any notification of coming events to be added to the Agenda for the coming meeting.

**General Business**

**Next Management Committee Meeting (date)** state Venue and Time.

**Close** As no further business to be discuss.

**THE MEETING CLOSED AT (Time)**

Thanks for your attendance, patience and input. Safe travel home.

Hope to see you on the (date of the next general meeting).

## APPENDIX 2

### SAMPLE AGENDA – GENERAL MEETING

**QUEENSLAND HISTORIC MOTORING COUNCIL Inc.**

**AGENDA for GENERAL MEETING (Date)**

**Conditions of Entry**

**PLEASE ARRIVE 7.15pm FOR 7.30pm START**

**There is to be NO RECORDING of the meeting by the delegates.**

**There is to be NO INTERJECTIONS during the meeting. PLEASE raise your hand.**

**OPENING.** The President declared the meeting opened at -----pm.

Welcome everyone and thanked them for their attendance.

President advise all delegates of the Strict Health Regulations.

Have you all signed the attendance book ?

**Present**

**Apologies**

**New Delegates**

**Visitors**

**Guest Speaker**

**SECRETARY REPORT** Presented by the Secretary.

That the draft minutes of the previous meeting (date) were emailed and distributed prior to the meeting to all club secretaries and delegates who QHMC had contact details for.

Any Corrections or Amendments ?.

That the minutes of the General Meeting held on the (date).be accepted and confirmed as a true record of the meeting.

**Moved by**

**Seconded by**

**Carried.**

**Business arising from the Minutes** will be discussed throughout the meeting.

**CORRESPONDENCE Inward and Outward from (date of previous meeting to the current meeting )**.

**SEE ATTACHMENT** The Secretary advise of the correspondence that has been received, and explains where necessary.

That the inward correspondence be received and the outward correspondence be endorsed .

**Moved by** (The Secretary).

**Seconded by**

**Carried.**

**Business Arising from the Correspondence** will be discuss throughout the meeting.

**TREASURER'S REPORT** Presented by the Treasurer.(Previous month dated of this meeting).

The Treasurer will state the General Account Opening Balance and the Closing Balance and detailed the accounts for payment to be ratified and cheques passed and approved for payment, and the current Bank Balance.

**Moved by** (The Treasurer)

**Seconded by**

**Carried**

**Business Arising from the Treasurer's Report** will be discuss now (Term Deposit).

**MEMBERSHIP REPORT** Presented by the Membership Secretary

.....Affiliated clubs with a total of .....members with .....vehicles.

(State if any new clubs or have not received details or if any Affiliation Fees are due).

**WEBMASTER REPORT** Presented by the webmaster.

**Qhmc.net.au is the official website.**

**AHMF. REPORT** Presented by the AHMF Delegate.

Offer to nominate a young member of the club who is restoring a vehicle for The Robert Shannon Foundation Trust.  
Application form available on QHMC Website.

National Motoring Heritage Day is on the 3<sup>rd</sup> Sunday in May Annually.

**TMR REPORT** Presented by the TMR Liaison Officer.

#### **GENERAL BUSINESS.**

**When contacting QHMC please state the Club full name (not initials) to ensure the Secretary knows which club to reply to.**

**ALL** Correspondence distributed by delegates or visitors at QHMC meetings **MUST** be approved by the majority of the Management Committee.

#### **UPCOMING EVENTS**

##### **NEXT GENERAL MEETING (date).**

Will be held at the Veteran Car Club Rooms (1376 Old Cleveland Road Carindale Qld 4152) at 7.30pm

**CLOSE** As no further business to be discussed.

##### **THE MEETING CLOSED AT (Time).**

Thanks for your attendance, patience and input Safe travel home.

Look forward to see you on the (date).

APPENDIX 3

SAMPLE AGENDA – ANNUAL GENERAL MEETING

**QUEENSLAND HISTORIC MOTORING COUNCIL Inc.**

**AGENDA for ANNUAL GENERAL MEETING (Date)**

**OPENING** The President declares the meeting opened at .....pm.

Welcome everyone and thanked them for their attendance.

President advise all delegates of the Strict Health Regulations.

Have you all signed the attendance book?

**Present**

**Apologies**

**New Delegates**

**Visitors**

**Any Nominations or Proxies forms to be given to the Secretary?**

The Secretary has provided the meeting with a list of affiliated clubs with delegates.

The Secretary advise that QHMC has a Public Liability Insurance of \$20,000,000-00 cover and effective, with (name Company).

**SECRETARY REPORT** Presented by the Secretary.

That the draft minutes of the previous AGM (Dated of the previous year) were emailed and distributed prior to the meeting to all club secretaries and delegates who QHMC had contact details for.

Any Corrections or Amendments?

That the minutes of the Annual General Meeting held on the (date) be accepted and confirmed as a true record of the meeting.

**Moved by**

**Seconded by** All in favour Against

**Carried**

**Business Arising from the Minutes.**

**CORRESPONDENCE Inward and Outward from (date of previous AGM).**

The Secretary advise of the correspondence that has been received and explains.

That the inward correspondence be received and the outward correspondence be endorsed.

**Moved by** (The Secretary).

**Seconded by** All in favour Against

**Carried**

**Business Arising from the Correspondence.**

**REPORTS from the Committee-President, Secretary, (Optional Vice-President).**



Reports presented (see attachments).

**TREASURER’S REPORT** Presented by the Treasurer’s (Name).

Annual Financial Report presented with Comparison to the Previous Year Financial Report from the 1<sup>st</sup> July to 30<sup>th</sup> June for both years. Explanation given where necessary. Term Deposits interest advise along with amount invested, rate and maturity date. Auditor’s Report is also read. Any Questions? That the Annual Financial Statement & Auditors report be adopted.

**Moved by** (The Treasurer)

**Seconded by** All in favour Against

**Carried**

**ELECTION OF OFFICERS**

President appoints the Vice-President to act as the Returning Officer for the election of the New Committee as per the Constitution, and thanked the past Committee for their work in QHMC.

**PRESIDENT DECLARES ALL COMMITTEE POSITION VACANT** and request the Secretary to remain to take the minutes to record the election results as stated in the Constitution.

**VICE-PRESIDENT takes the chair and advised that Nominations have been received prior to the AGM as per Constitution.**

Vice-President then addresses the meeting. Have received Committee Nomination Forms (state Clubs name) and all positions signed and dated by a QHMC delegates.

Vice-President reads out each position stating the Nominee name, Proposed by, then Seconded by then asked for Nominations from the floor after each position, before giving the result, stating the name of the person who has accepted that position.

**Results** are as followed:

**POSITION, NOMINEE PROPOSED BY SECONDED BY ACCEPTED POSITION**

**LIST POSITION** –President, Vice-President, Secretary, Assistant Secretary, Treasurer/Membership Secretary, Webmaster, TMR Liaison Officer, QHMC/RMVSG Officer, AHMF Delegate (1), AHMF Delegate (2),Optional Tea Person.

Vice-President congratulated all for accepting the position.

**VICE-PRESIDENT ask the ELECTED PRESIDENT to take the control of the meeting.**

New President thanks the Vice-President for chairing the meeting and congratulate the incoming committee and the meeting for accepting them.

**GENERAL BUSINESS**

**BANK SIGNATURES** The PRESIDENT asks for a motion to confirm that signatories for the club’s 4 Accounts (General plus Special and 2 Term Deposits).

Require 3 signatories of The President, Secretary and Treasurer (Vice-President if one person holds 2 positions) with 2 to sign all Bank Accounts.

The signatories on the bank accounts will be (name the people).

If necessary state new additional name and state position, removing name and state position.

The Bank Signatures need to be ratified.

**The Motion was MOVED by** **Seconded by** **In favour** **Against**  
**Carried**

**APPOINTMENT OF THE AUDITOR** The President ask the Treasurer to advise of the name of the Auditor.

**The Motion** that the club appoint (name of auditor) as the club’s Auditors for (state year) **was MOVED by**  
**Seconded by** **In favour**

Against

Carried

**FURTHER GENERAL BUSINESS**

A vote of thanks to Vice-President for acting as Returning Officer.

**NEXT ANNUAL GENERAL MEETING (Date).**

**Venue at Veteran Car Club Rooms 1376 Old Cleveland Rd Carindale 4152.**

**CLOSE** As no further business to be discuss.

**THE MEETING CLOSED AT (Time).**

Thanks for your attendance, patience and input. Safe travel home.

Hope to see you on the date of the next Annual General Meeting.

**APPENDIX 4****SAMPLE MONTHLY TREASURERS REPORT****QUEENSLAND HISTORIC MOTORING COUNCIL Inc.****MONTHLY MEETING FINANCIAL REPORT**

**Date (September 2020)**

**General Account**

**Opening Balance** **\$841-73**

Add Income

Affiliation Fees 515-00.

Refund 429-68

Bank Interest -09

Income Sub-Total 944-77

**Sub-Total** **\$1786-50**

Less Expenses

Secretary Expenses 370-57

Room Rental Fees 312-00

Expenses Total 682-57

**Sub-Total** **\$1103-93**

**LESS** Cheques not yet Banked 163-76

**Club Cash Book Balance** **\$940-17**

**Bank Statement Closing Balance** **\$1103-93**

The Treasurer's Report was presented by the Treasurer, Name of Person stating the Opening Balance and the Closing Balance. They also detailed expected accounts for payments to be ratified and cheques passed and approved for payment.

Name of Person **moved** that the Treasurer's Report be accepted.

**Seconded by**

**Carried**

**Business Arising from the Treasurer's Report** (Term Deposit state when due).

**THIS IS A SAMPLE DOCUMENT ONLY,  
CLUBS PLEASE USE YOUR OWN FIGURES!**

Explained

22-10- 2020 Club Closing Balance is \$

APPENDIX 5SAMPLE ANNUAL FINANCIAL REPORT

## QUEENSLAND HISTORIC MOTORING COUNCIL Inc.

## ANNUAL FINANCIAL REPORT (Date/ Year)

## Profit and Loss Comparison

## General Account- Business Cheque Account \*\*\*285

Particulars      1st July (Year) to 30th June (Year).      1st July (Year) to 30th June (year)

**INCOME**      **THIS IS A SAMPLE DOCUMENT ONLY. CLUBS PLEASE USE YOUR OWN FIGURES!**

Affiliation Fees.	\$ 7365-00	\$ 8230-00
Bank Interest.	2-30	5-47
Refund	227-74	345-00
Other	313-50	690-00
<b>Total Income</b>	<b>\$ 7908-54</b>	<b>\$ 9270-47</b>

**EXPENSES**

Secretary Expenses	1163-79	523-95
Supper Expenses	130-39	194-00
Room Rental Fees	1612-00	1555-00
QHMC Sponsorship	785-00	2004-00
AHMF	2079-12	4238-20
Insurance	810-02	810-02
Web-site	1309-65	110-00
Donations	150-00	150-00
Auditor	385-00	1540-00
Affiliation Fees	45-00	
Bank Fees	10-00	
Office of Fair Trading	56-60	166-05
Other		302-21
<b>Total Expenses</b>	<b>\$ 8536-57</b>	<b>\$ 11793-43</b>

**(Total Profit) Less Deficit                      \$ 628-03    \$ 2522-96****TERM DEPOSIT INTEREST**

(1) Premier Investment Account. ****40	664-55	273-59
(2) Premier Investment Account. ****21	290-40	139-09

**Total Interest    \$ 754-95    \$ 412-68****GRAND TOTAL NET ASSETS                      Profit \$126-92    Loss \$2110-28**

APPENDIX 6SAMPLE ANNUAL BALANCE SHEET COMPARISON

## QUEENSLAND HISTORIC MOTORING COUNCIL Inc

## Balance Sheet Comparison

1st July (year) to 30th June (year)

**Accumulated Funds****Opening Balance 1st July (year)**

General Account \*\*\*\*\* \$???????

Special Account \*\*\*\*\* \$???????

Term Deposit 1 Investment Account \*\*\*\*\* \$???????

Term Deposit 2 Investment Account \*\*\*\*\* \$???????

**Total Accumulated Funds** \$???????**Plus Income**

General Account \*\*\*\*\* + \$?????????

Special Account \*\*\*\*\* + \$?????????

Term Deposit 1 Investment Account \*\*\*\*\* + \$?????????

Term Deposit 2 Investment Account \*\*\*\*\* + \$?????????

**Total Income** + \$?????????**Less Deficit**General Account \*\*\*\*\* - \$?????????**Closing Balance 30th June (year)**

General Account \*\*\*\*\* = \$?????????

Special Account \*\*\*\*\* = \$?????????

Term Deposit 1 Investment Account \*\*\*\*\* = \$?????????

Term Deposit 2 Investment Account \*\*\*\*\* = \$?????????**Total** \$?????????**Net Asset at 30th June (year)** \$?????????**Comparison Net Asset 30th June (Previous Year)** - \$?????????**Total Profit for current (year) over Previous (Year)** = \$?????????

**APPENDIX 7**  
**EVENT SUPPORT APPLICATION FORM**



**QUEENSLAND HISTORIC MOTORING COUNCIL INC.**  
**IA08973**

1376 Old Cleveland Road, CARINDALE QLD 4152

**EVENT FINANCIAL SUPPORT APPLICATION FORM**

HOST CLUB NAME.....

EVENT NAME.....

DATE/S OF EVENT

Start.....Finish.....

EVENT LOCATION.....

REASON FOR APPLICATION.....

.....

WHAT CLUBS WILL BE ATTENDING THE EVENT.....

ADDITIONAL INFORMATION TO ASSIST WITH YOUR SUPPORT APPLICATION. (If needed attach documentation)

.....

If your application is successful please supply QHMC TREASURER with the following:-

1. Bank Account details for your Club to enable transfer of support funds.
2. A receipt of funds received (within 1 month of receipt of funds).

A written report on the event within 1 month of completion of the event to be forwarded to the **QHMC MANAGEMENT COMMITTEE.**

Grant approvals will be at the discretion of the QHMC Management Committee

APPROVED BY.....Date.....

NOT APPROVED BY.....Date.....





APPENDIX 9
SAMPLE NOMINATION FORM

QUEENSLAND HISTORIC MOTORING COUNCIL INC.

IA08973



1376 Old Cleveland Road, CARINDALE QLD 4152
Committee Nomination Form For 202?/202? Club Year.

President : ..... [ Name of nominee print ]

Nominated By : .....[print] 2 nd By.....[print]

.....[sign] .....[sign]

Nominees Acceptance ..... Date / / 202?

Vice President : ..... [ Name of nominee print ]

Nominated By : .....[print] 2 nd By.....[print]

.....[sign] .....[sign]

Nominees Acceptance ..... Date / / 202?

Secretary : ..... [ Name of nominee print ]

Nominated By : .....[print] 2 nd By.....[print]

.....[sign] .....[sign]

Nominees Acceptance ..... Date / / 202?

Assistant Secretary : ..... [ Name of nominee print ]

Nominated By : .....[print] 2 nd By.....[print]

.....[sign] .....[sign]

Nominees Acceptance ..... Date / / 202?

Treasurer : ..... [ Name of nominee print ]

Nominated By : .....[print] 2 nd By.....[print]

.....[sign] .....[sign]

Nominees Acceptance ..... Date / / 202?

Membership Secretary : ..... [ Name of nominee print ]

Nominated By : .....[print] 2 nd By.....[print]

.....[sign] .....[sign]

Nominees Acceptance ..... Date / / 202?



APPENDIX 10

SAMPLE APPOINTMENT OF PROXY FORM

**APPOINTMENT OF PROXY**

**For (Year) Committee Position**

**I / We** .....

**Of (address)** .....

**Being a voting member or members of the association, appoint :**

**Name** .....

**Of (address)**.....

**As my proxy to act generally at the Annual General Meeting to be held on the  
(Date) and at any adjournment of that meeting.**

---

**Phone Number or Numbers** .....

**Signature / s** .....

**Signed this** ..... **Day of** ..... **2020**

---

**Date recorded by Secretary** ..... / .....**2020**

**Secretary Signature** .....



**QUEENSLAND HISTORIC MOTORING COUNCIL  
INC.**

**1376 Old Cleveland Road, CARINDALE QLD 4152**

IA08973

MEMBER  
CLUB  
LOGO

President (Carle Gregory): **0413 553 173** Email: [president@qhmc.net.au](mailto:president@qhmc.net.au)

Secretary (Cheryl Nott): **(07) 3341 5619** Email: [treasurer@qhmc.net.au](mailto:treasurer@qhmc.net.au)

Vice President (Albert Budworth) Email: [vicepresident@qhmc.net.au](mailto:vicepresident@qhmc.net.au)

Details of the person completing the report	Name:
	Contact phone number:
	Email address:
	Member Club

**PART A – Details of the incident**

Time and date of incident	_____ : _____ am/pm on ____/____/____
Location of incident	
Activity being undertaken	
Brief description of incident / near miss	
Names and contact details for witnesses to the incident	
Was anyone injured	<input type="checkbox"/> No (skip to Part C) <input type="checkbox"/> Yes (complete Part B for each injured person) How many:

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Submitted to: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

(Name)

(Position)

**N.B. This form is to be treated as “CONFIDENTIAL”. Please retain the original**

**PART B - Details of Injury**

\* N.B. If more than one person has been injured in this incident, please attach an additional part B for each injured person

Details of injured person	Name: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: ____/____/____
Contact Details	Work phone _____ Home phone _____ Mobile _____ Email: _____
Relationship with QHMC inc.	<input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other _____
Was First Aid Administered	Name: _____ Contact Details _____ Qualification: _____

Mechanism of Injury (indicate all relevant)	<input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Manual handling <input type="checkbox"/> Body stressing <input type="checkbox"/> Being hit by falling object <input type="checkbox"/> Hitting an objects with part of the body <input type="checkbox"/> Being hit by moving objects <input type="checkbox"/> Exposure to heat /radiation /electricity <input type="checkbox"/> Exposure to biological agent (including body fluid) <input type="checkbox"/> Exposure to Chemical agent <input type="checkbox"/> Exposure to asbestos <input type="checkbox"/> Exposure to work stress <input type="checkbox"/> Violence <input type="checkbox"/> Other inappropriate behaviour <input type="checkbox"/> Other:
Nature of Injury (indicate all relevant)	<input type="checkbox"/> Sprain/Strain <input type="checkbox"/> Fracture <input type="checkbox"/> Cuts/Scratch/Abrasion <input type="checkbox"/> Bruising <input type="checkbox"/> Burn <input type="checkbox"/> Bite/Sting <input type="checkbox"/> Electrical shock <input type="checkbox"/> Concussion <input type="checkbox"/> Psychological <input type="checkbox"/> Other
Treatment required ( highest level only)	<input type="checkbox"/> No treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital outpatient <input type="checkbox"/> Hospital admission <input type="checkbox"/> Other _____

Confirmation of actions	Are all recommendations accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No  Note exceptions:
Additional actions to be taken	
Actions completed	Are all actions completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Outstanding actions	All outstanding actions noted against hazards in the risk register: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Communication	<input type="checkbox"/> Relevant person/s notified of incident and outcomes on ____/____/____