

SUNTRECKERS – National Rally Organiser Job Description

NATIONAL RALLY ORGANISER

General management responsibilities together with specific responsibilities in the following terms:

1. Responsibility for planning and organising the Association's U.K. Main Season Programme (April - October) and ensuring that the number and disposition of rallies is adequate to meet needs of the membership.
2. Responsibility for monitoring current sites and finding and approving sufficient new sites for the U.K. Main Season Programme.
3. Responsibility for the appointment and supervision of the U.K. New Rally Sites Area Officers and sufficient Rally Officers to oversee the rallies in the U.K. Main Season Programme.
4. Responsibility for the maintenance to the Association's Exemption Certificate issued by the Natural England and for its use. Advice to the Winter Rally Organiser on its use for winter rallies.
5. Submit a summary of the U.K. Main Season Programme to the Publications Officer for publication in the November Newsletter and full details for publication in the Year Book.
6. Responsibility for updating the Rally Procedure and Conditions section of the Year Book and all other sections relating to the U.K. Main Season Programme. Liaise with the Winter and Continental Rally Organisers re any updating of the Rally Procedure and Conditions necessitated by the Winter and Continental Programmes.
7. Responsibility for updating and production of Guidance Notes for all Rally Officers and circulation in conjunction with the Winter and Continental Rally Organisers.
8. Responsibility for requesting and receiving, via the Treasurer, reports from Rally Officers in the U.K. Main Season Programme, dealing with any problems arising and forwarding any items of interest to the Publicity Officer.
9. Provide assistance to the Treasurer when necessary concerning all financial matters relating to rallies.
10. Deal with general enquiries, problems and correspondence relating to rallies organised in the name of the Association.
11. Provide assistance to the Winter and the Continental Rally Organiser when requested.
12. Arrange for a written report to be produced to the Committee when requested.
13. Report to every Annual General Meeting of the Association.
14. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee
10. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
15. Any other duties reasonably falling within the purview of this post and agreed by the National Committee