

**MGVVCC OFFICE BEARERS  
GUIDELINES FOR CLUB PRESIDENT**

**Policy**

The elected Club President, Executive and Committee Members shall draw reference from the Club Constitution which document constitutes the rules of the Mount Gambier Veteran and Vintage Car Club Incorporated and abides by these rules. All references to the content of the Club Constitution will be notated *[in italics]* when required. For Information: The role and responsibilities of MGVVCC Committee of Management Executive should be documented and available to Committee of Management members.

**Role Of The Elected Club President**

The elected Club President is a paid up [financial] Club Member of the Mount Gambier Veteran and Vintage Car Club Inc. whose appointment is a 12 month term of office for one to three consecutive years. *[Constitution pg5 Rule 9 AGM pt 1. All retiring members of the committee shall be eligible for re-election provided however that no member shall hold office as President, Secretary or Treasurer, for more than three consecutive years.]* The Club President shall represent the Membership and uphold the Objects of the Club *[Constitution pg1-2, Rule 3 Objects]*.

The Club President holds a position of leadership for the General Membership and its elected Committee of Management. The Club President will comply with all Rules outlined in the Constitution and represents the MGVVCC to the wider Community to promote the Club. *[Constitution pg1-2, Rule 3 Objects, Sections 1 to 10]*.

The Club President shall be aware of and conversant with the relevant SA Government Acts *[Associations Incorporation Act 1985, the Rules of the Limited Club Licence and the Liquor Licensing Act 1997]*.

**CHAIRING OF MEETINGS**

The elected Club President shall preside as chairperson at All Meetings [or the Vice-President or their nominee] to ensure that meetings are conducted appropriately, in accordance with the Club Constitution and its Rules, together with these Guidelines.

As Chairperson, the Club President is responsible for ensuring that:

- All Meetings [of the Management Committee, General, AGM or Special] are properly convened
- A quorum is present at each Meeting
- All MGVVCC statutory regulations, the roles, policies and its procedures, are observed
- The agenda is prepared and circulated [in collaboration with the Secretary and Executive]

The Chairperson should, at all Meetings, endeavour to:

- Act impartially
- Rule on points of procedure
- Put the question to a vote
- Accept or reject proxies / representation
- Rule on voting
- Remove disorderly persons
- Adjourn the meeting

INCUMBENT ..... DATE APPOINTED .....  
(Signature)

PRINTED Name) ..... TERM OF OFFICE .....2014 – 2015.....