



# FREE WHEELING

August 2019



Official Newsletter of the  
Victorian Four Wheel  
Drive Club Inc

Original photo by  
Darna Shepherd at Mt.  
Skene

Registration No  
A0002184F





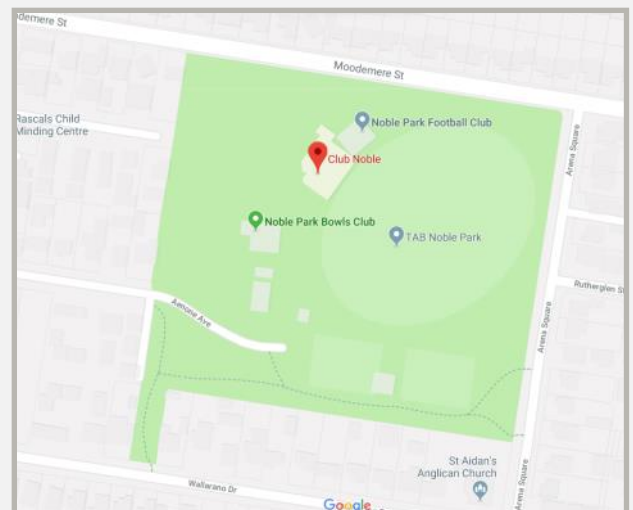
### VFWDC General Meeting Venue

The club meets on the first WEDNESDAY of each month at 8:00pm. With the following exceptions; No meeting in January. November meeting is at a selected location, watch the calendar.

#### Blue and Gold Room

Club Noble  
46-56 Moodemere Street  
Noble Park  
Melways ref: 89 D4

Members and guests are welcome to dine at the bistro before attending the meeting from 6:30pm.



### Aberfeldy Track

In association with [Westland Gippsland Relic, Mining and Heritage Protection Inc](#), the club maintains a section of the Aberfeldy Track with working bees throughout the year. View the club calendar for the next upcoming working bee.

# COMMITTEE OF MANAGEMENT

## 2018-2019

President	Steve Pitcher	<a href="mailto:president@vfwdc.com">president@vfwdc.com</a>
Vice President	David Bruinsma	<a href="mailto:vicepres@vfwdc.com">vicepres@vfwdc.com</a>
Secretary	Sally Higgs	<a href="mailto:secretary@vfwdc.com">secretary@vfwdc.com</a>
Treasurer	Tony Barbera	<a href="mailto:treasurer@vfwdc.com">treasurer@vfwdc.com</a>

## General Committee

Trip Coordinator	Andre Van Der Walt	<a href="mailto:trips@vfwdc.com">trips@vfwdc.com</a>
Magazine Editor	Ly Ho	<a href="mailto:editor@vfwdc.com">editor@vfwdc.com</a>
Association Delegate	David Bruinsma	<a href="mailto:delegate@vfwdc.com">delegate@vfwdc.com</a>
General Committee	Stuart Bowker	
General Committee	Callum Brown	

## Support Positions to Committee

Web Manager	Ben Whitworth	<a href="mailto:web@vfwdc.com">web@vfwdc.com</a>
Training officer	Phillip Griffith	
Training officer	Ashley Martin	
Merchandise	Des Whall	<a href="mailto:merchandise@vfwdc.com">merchandise@vfwdc.com</a>
Catering	Lisa Barbera	

## Club Details

Registered Name	Victorian Four Wheel Drive Club
Registration No	A002184F
Correspondence	PO Box 778 Dandenong VIC 3174
Email	<a href="mailto:secretary@vfwdc.com">secretary@vfwdc.com</a>
Website	<a href="http://www.vfwdc.com">www.vfwdc.com</a>

The Victorian Four Wheel Drive Club is an affiliated club of [Four Wheel Drive Victoria](http://www.fwdvictoria.org.au) - [www.fwdvictoria.org.au](http://www.fwdvictoria.org.au)

## PRESIDENT'S REPORT



Hi everyone,

This month marks the end of another committee year and it presents an opportunity for our members to either nominate or be nominated for committee and/or support roles. In addition to our regular monthly General Meeting, we will be holding our Annual General Meeting this month.

For anyone that may be unfamiliar with the process, all executive committee positions will be spilled before a new committee is formed. This means that anyone who is a financial (ie. paid up) general member that wishes to become a part of the Committee may seek nomination. If becoming a part of the committee interests you, please feel free to nominate yourself or be nominated by a fellow member. Apart from the main committee roles, we are always on the lookout for general committee members (ie. no designated role or primary responsibility) to help out throughout the committee year. If this sounds like you, please nominate and become involved.

In relation to our support (non-elected) committee roles, I have previously mentioned that our Magazine Editor would very much appreciate the opportunity to take a break from that role after having taking over responsibility 3 years ago. I would like to thank Ly for modernising our club magazine and for his dedication to this role over that time. Now is the time for a new Magazine Editor to take over and I seek your assistance in filling this important role.

We also have an opening for a new person to take over as Caterer (another support role that does not require nomination). Lisa has done a wonderful job over the past 4-5 years and (understandably) would appreciate the opportunity to take a break from this role. If you can spare the 10 minutes or so required ahead of each monthly general meeting to help out with catering for our club meetings, we'd love to hear from you. Please note that the club covers all catering costs so anyone who would like to step up and assist can rest assured that they will not be left out of pocket.

I hope that you can appreciate the wonderful behind the scenes work that executive and support committee members perform in order to keep our club running smoothly. Please consider whether you'd like to volunteer some of your time in one of the many roles available to lessen the work load for all.

Finally, we have agreed to move our monthly meetings from the bowls club clubhouse at the rear of Club Noble to their (upstairs) Blue and Gold room which is a part of the main building. Same meeting time and day of each month, just a different meeting room.

I hope to see you all at the next general meeting (incorporating our AGM) or, if you can't make it, at one of our up-coming club trips or events.

Take care, keep safe and remember to tread lightly.

Steve Pitcher

President



CLUB MERCHANDISE



PRICING


Club Polo Shirt	\$28.00	Club Hoodie	\$50.00
Club Singlet and T-Shirt	\$15.00	Club Sleeveless Reversible Vest	\$50.00
Club Polar Fleece Full Zip Jacket	\$45.00	Club Bucket Hat	\$16.00
Club Caps	\$10.00	Club Beanie	\$10.00
Club Wide Brim Hat	\$18.00	VFWDC Windscreen stickers	
Club Drivers Jacket (Coat)	\$70.00	Small	\$6.00
		Large	\$8.00
Club Cloth Badges 120mm	\$8.00		

We encourage all members to purchase a Club Polo shirt.  
Email your order to [merchandise@vfwdc.com](mailto:merchandise@vfwdc.com). Please ensure you advise size required.

CLUB NOBLE FORM

Did you know if you're a member of Club Noble (the sporting club next door to the meeting), you get discounts on your meal and drinks. And when it's your birthday, you get more than enough points for a feed and drink. \$10 per year—pretty good I reckon!

[Click here to download the form](#) and hand it to reception desk.



MEMBERSHIP APPLICATION / RENEWAL

Membership Application (Please tick)

New☐Renewal☐Existing Member No: .....

Mr☐Mrs☐Ms☐Other☐

Given Name/s: .....Male☐Female☐D.O.B: ...../...../.....

Last Name: .....

Postal Address: .....Suburb: .....

State: .....Postcode: .....Mobile Number: .....Home Phone: .....

Email Address: .....

Membership Fee (Please Tick)

1 Year \$10☐2 years \$20☐3 Years \$30☐

Payment Details (Please Tick)

Cash☐Cheque☐C/C☐

Card Holders Name: .....Card Type: Visa☐M/card☐

Card No: ...../...../.....Expiry Date: ...../...../.....

Signature: .....Date: ...../...../.....

I hereby apply to become a member of the Noble Park Football Social Club Ltd and agree to observe the rules and by-laws. I verify that I am over the age of 18 and have received and carefully read and understood the Loyalty Membership terms. I agree to strictly abide by these Loyalty Membership Terms as amended from time to time and declare that the details in the application are true and correct.

I wish to receive communications including promotional material, third party offers that include alcohol or gaming related advertising (Please Tick)

Yes☐No☐


I agree to receive my Player Activity Statement in accordance with government legislation (Please tick one box only)

Mail☐SMS☐Email☐

I agree to accept the Annual Report and Financial Statement via: Please Circle one option

Members Section (Website)Email

Signature: .....Date: ...../...../.....



YourPlay gives you the power to track how much money and time you are spending as you play. You can also use YourPlay to set limits on the money and time you spend on gaming machines and to see your playing history online at any time. YourPlay can be added to your loyalty membership card and used on any gaming machine in Victoria. You can register for YourPlay at [yourplay.com.au](#) or ask a staff member for assistance

INTERNAL USE ONLY

Membership Number: .....Customer ID Sighted: .....

Staff Member's Name: .....Confirm Customer's over 18: .....

THANK YOU AND WELCOME TO CLUB NOBLE

# CLUB CALENDAR AT A GLANCE

August				
7th	Wed	Annual General Meeting		
17th	Sat	Mount Skene Snow Trip	Stephen Dixon	0400 643 393
19th	Mon	Committee Meeting		
September				
4th	Wed	General Meeting		
16th	Mon	Committee Meeting		
21st	Sat	Baw Baw Waterfalls—day trip	David Bruinsma	04117 747 860
27th	Fri	Friday before the AFL Grand Final (public holiday)		
October				
2nd	Wed	General Meeting		
21st	Mon	Committee Meeting		
November				
1st to 5th	Fri to Tue	Beachport / Robe	David Bruinsma	04117 747 860
2nd to 10th	Sat to Sun	Eyre Peninsula SA—Coodlie Park Farm Retreat	Brett Buchanan	0407 878 970
TBA	TBA	Offsite general meeting		
17th Nov to 8th Dec		Tasmania 22 Days Away	Stuart Bowker	0428 539 157

Something goofy happened to someone on a trip? Nominate them for the next “Good on ya” trophy! Send a quick summary to [trips@vfwdc.com](mailto:trips@vfwdc.com)

## IMPORTANT

- Club meeting venue has changed. The meeting is now held in the Blue and Gold Room, upstairs of Club Noble. You can enter via the front door or at the back where a member will show you up.
- Reminder to renew your memberships if you haven’t done so. [Click here](#)
- Club merchandise has been reduced! Check out the new prices on page five and pick up some new gear for this cooler season.
- If you wish to join us for dinner before the General Meeting, please book a spot at [Club Noble](#). Phone 9546 0653 and ask to join “Victorian Four Wheel Drive Club” table. You must book **BEFORE** the Monday on the week of the meeting to avoid disappointment!



# MINUTES OF GENERAL MEETING

**3rd July 2019**

## Attendees

As per attendance sheets

## Apologies

As per attendance sheets

- Callum
- Ly
- Michael
- Stuart and Maree

## Minutes from Last Meeting

Accepted by Des

Seconded by Andre

## Matters arising from Last Meeting

Nil

## Correspondence In/ Out:

Emails In and out:

- Membership and club information requests from prospective members
- Emails relating to snow trips, permits, attendance
- Membership payments

## Mail

- Not collected from post box

## Treasurer's Report

As per treasures report

Accepted by Ben W

Seconded by Sally Harris

Question about if club insurance paid for the snow trips. Waiting for the insurance invoice from Four Wheel Drive Australia Association. Will be sorted for the club.

## Association Delegate Report

- Seasonal road closures - make sure you check track closures before you go. Check with the park ranger before going

- Mansfield Shire - increased penalties for driving the Jamison-Licola Road without permits
- Woods Point Police warning regarding litter - infringement notices may be issued due to littering or damaging public land. Look after mountains and be safe.
- Be careful of not travelling down firebreak - make sure you are on gazetted tracks

## New Members/Guests and Prospective Members

Visitors - as per attendance sheet

- Phil—Disco 3
- New members packs will be distributed at next meeting

## Driver Training

- Certificates have been completed for last training night and will be presented at next meeting

## Merchandise

- Plenty of merchandise available so speak to Des

## Guest Speakers

- Thanks to Sally for arranging snake awareness speaker for last month's meeting.
- Safety Dave will be attending September meeting - first aid kits, tyre monitors, reverse cameras

## General Business

- Reminder that membership renewals are due by end of June 2019
- AGM is next month - role descriptors are in club magazine and any financial member can be on committee
- Ly has done a great job as editor of club magazine. He is stepping down from it and we are seeking a person to replace
- Club meeting room has been an issue with

bowls club expectations so we are working with Club Noble to potentially use blue room upstairs in the Club.

- Ashley has asked if members are interested in group buy for travel buddy oven. Members to speak to Ashley if interested
- Good on Ya Award - the things we don't get right on trips so please get your nominations into Andre at [trips@vfwdc.com](mailto:trips@vfwdc.com)
- Old navigation award that might be good to get started

### Upcoming Trips

See trip data forms attached

- 27/28 July - Snow trips to Mt Skene - Bruce and Ashley
- 17/18 August - Strickland Spur and surrounds - Steve
- 17/18 August - Snow trip
- 21/9 Baw Baw waterfalls day trip - David
- AFL Grand final weekend - no trips announced
- Cup weekend - Robe/ Beachport penciled in but no leader
- Aberfeldy working bee
- Tasmania - Stuart
- Please make sure you send who attended the trip to [trips@vfwdc.com](mailto:trips@vfwdc.com) for our records.

### Past Trip Reports

- Aberfeldy working bee trip and guided trip of mines in area
- Christmas in July in June at St Annes winery
- Knockwood trip

### Raffle Prizes

- Winch extension strap - Des
- Windscreen cleaning kit - Shane
- Occy strap - Banny
- Lantern - Max Mena

Meeting Closed: 21:50 Hours

Next meeting 7th August 2019



Members can advertise any four wheel drive or camping related items they wish to sell or buy.

Just email the editor, [editor@vfwdc.com](mailto:editor@vfwdc.com), with the following:

- 1. Description of the item
- 2. Price
- 3. Contact details
- 4. Photos (highly recommended)

OZtrail Easy Fold Stretcher Tent Single (beige colour)

\$20

Had this for about a year (second owner). Getting rid of it because it leaks through the fly sheet with heavy rain. If you sleep this under an awning or tarp then it's no problem. No rips or tares that I know of. One of the carry bag's zipper-handle has broken off but can still zip with the other zipper.

[View official page for photos and video](#)

Ly

0433 387 811

[Ly.tri.ho@gmail.com](mailto:Ly.tri.ho@gmail.com)



## 80 series alloy bullbar

Free

Been a garden ornament since I got a winch bar. Comes with no bolts—just the bar.

Ly

0433 387 811

[Ly.tri.ho@gmail.com](mailto:Ly.tri.ho@gmail.com)





Bringing Four Wheel Drivers Together



Victorian Four Wheel Drive Club Inc  
www.vfwdc.com

## Treasurer's Report June 2019

<u>Cheque A/C`</u>	Opening Balance as at 01/06/2019	\$4,987.19
Add:	Raffle	\$84.55
	New Membership	\$110.00
	Membership renewals	\$1,070.00
	Total Monies In:	\$1,264.55
<u>Less:</u>	Catering	\$18.50
	Membership Cards	\$123.50
	Total Monies Out:	\$142.00
	Closing Balance as at 30/06/2019	\$6,109.74
<u>Term Deposit</u>	Opening Balance as at 01/06/2019	\$6,636.80
	Interest Paid	\$33.46
	Closing Balance as at 30/06/2019	\$6,670.26
<u>Petty Cash</u>	Opening Balance as at 01/06/2019	\$150.00
	Add:	
	Less:	
	Closing Balance as at 30/06/2019	\$150.00
	<b>Consolidated Closing Cash Position</b>	<b>\$12,930.00</b>

# UPCOMING TRIPS

DESTINATION	Mount Skene
LEADER/CONTACT NO.	NAME: Bruce Cremonesi MOB: 0400 425 296
DATE	17th - 18th August
MEETING PLACE / TIME	Mansfield BP 145 Mt Buller Rd, Mansfield. Friday night or Jamieson Hotel Friday or Sat.
GRADE	WET: Hard/Extreme DRY: 2WD
TRIP ACTIVITY DETAILS	Accommodation is up to you, but I'm staying at the pub. You can camp along the river, caravan park, or go AirBnB.  Dinner at pub Friday night, Saturday drive the top Have lunch at the wherever we get to on the top. Throw snowballs, have fun take photos. Drive back down Maybe go to the Jamison Winery or ???  Sunday - Head home - although anything is possible, maybe head home through Woods Point
VEHICLE LIMITS	MINIMUM: 4 MAXIMUM: 6 - small trip numbers due to conditions in previous years - there will be another trip in mid August if there is interest.
APPROX KMS MEETING PLACE TO DESTINATION	100KM
LAST AVAILABLE FUEL	PETROL: Mansfield. DIESEL: Mansfield - You will need alpine diesel or diesel additive for antifreezing
DISTANCE BETWEEN SUPPLIES	N/A
EQUIPMENT REQUIRED	Fitted Rated Recovery Points FRONT AND REAR Full Recovery Gear - Don't rely on others. Tyre deflator, Compressor, and pressure gauge. Spare Dry Clothes, socks and boots Blankets incase of getting stuck Appropriate footwear for snow and slush Shovel and Torch Good Attitude Lunch and Thermos for the Summit
MAPS REQUIRED	N/A
RADIO CHANNEL CB / UHF	TBA
GOOGLE MAPS	<a href="#">See here</a>



<b>DESTINATION</b>	BAW BAW Waterfalls - day trip (#1)
<b>LEADER/CONTACT NO.</b>	NAME: David Bruinsma MOB: 0417 747 860
<b>DATE</b>	21st September 2019
<b>MEETING PLACE / TIME</b>	BP service station Officer on the Pakenham bypass Be there in time for an 8:30am Departure
<b>GRADE</b>	WET: Easy DRY: Easier
<b>TRIP ACTIVITY DETAILS</b>	<p>An easy day trip on mostly bitumen roads.</p> <p>This will be an easy day trip stopping by the side of the road to look at a few smallish water falls (some you will need spy glass's to see through the trees), with the final destination which has a decent carpark for a 3.5km return walk - with 2 (TWO) better waterfalls.</p> <p>Upon return to the carpark (which has flushing toilets btw) there is plenty of area for a decent picnic lunch and a casual afternoon (bring snacks to share for an early happy hour :) )</p> <p>If we are so inclined, there is a final waterfall to explore approx 30 minutes further away from Melbourne - but this is meant to be a relaxing day trip - NO CAMPING and return home in time for dinner</p> <p>OR</p> <p>We can book somewhere in Yarragon or in Pakenham for a dinner for the return trip ??? Please let me know in advance if that is of interest to you.</p>
<b>VEHICLE LIMITS</b>	MINIMUM: 5 MAXIMUM: 10
<b>APPROX KMS MEETING PLACE TO DESTINATION</b>	200–250 km return to Pakenham
<b>LAST AVAILABLE FUEL</b>	PETROL: DIESEL:
<b>DISTANCE BETWEEN SUPPLIES</b>	
<b>EQUIPMENT REQUIRED</b>	
<b>MAPS REQUIRED</b>	NIL—it's all a surprise, so no maps
<b>RADIO CHANNEL CB / UHF</b>	Channel 12
<b>GOOGLE MAPS</b>	<a href="#">See here</a>

**DESTINATION**  
**LEADER/CONTACT NO.**

Eyre Peninsula SA - Coodlie Park Farm Retreat

NAME: Brett Buchanan

MOB: 0407 878 970

**DATE**

Saturday 2nd to Sunday 10th November 2019

**MEETING PLACE / TIME**

On Road - TBA

**GRADE**

WET: Medium

DRY: Medium

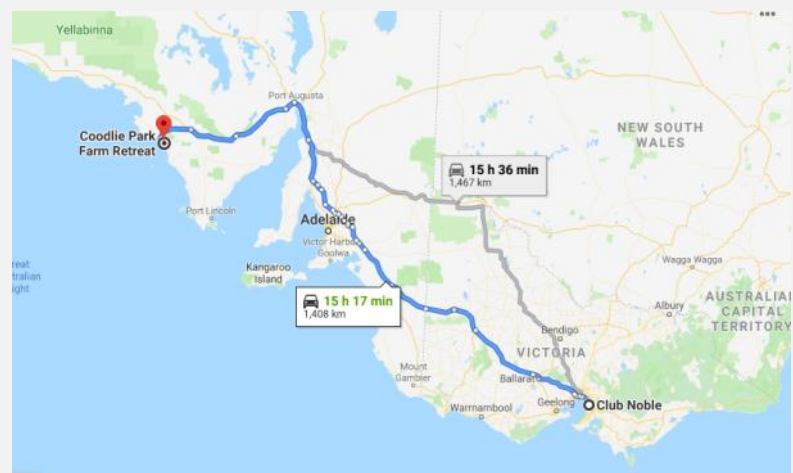
**TRIP ACTIVITY DETAILS**

Camper Trailer Friendly - Base Camp at Coodlie Farm.  
Various accommodation options available see  
[www.coodliepark.com.au](http://www.coodliepark.com.au)

We are going off grid for the 5 days at Coodlie Park.

Explore 4wd tracks on northern section of Eyre Peninsula.

Warning - Travel to and from Coodlie Park - will be long with minimal breaks - aiming to be north of Adelaide for first night which will require quick stops for fuel/comfort stop and driver change only.



**VEHICLE LIMITS**

MINIMUM: 1 (us)

MAXIMUM: 10 (more the merrier)

**APPROX KMS MEETING PLACE  
TO DESTINATION**

1400 kms each way plus local driving

**LAST AVAILABLE FUEL**

PETROL/DIESEL: Main Highway throughout - last fuel before  
Coodlie Park - Wudinna Eyre Highway

**DISTANCE BETWEEN SUPPLIES**

On Highway 2-300 kms

**EQUIPMENT REQUIRED**

Basic Recovery equipment for Sand Driving i.e. Shovel  
Recovery Bords, Snatch strap etc

**MAPS REQUIRED**

Hema - leader will have maps

**RADIO CHANNEL CB / UHF**



Channel 14

**GOOGLE MAPS**

[See here](#)

<b>DESTINATION</b>	Beachport / Robe
<b>LEADER/CONTACT NO.</b>	NAME: David MOB: 0417 747 860
<b>DATE</b>	Melbourne Cup Weekend Friday 1st to Tuesday 5th (longer if you wish)
<b>MEETING PLACE / TIME</b>	TBA - Depends on who is coming, and respective departure times
<b>GRADE</b>	WET: Medium DRY: harder if the sand if Dry.
<b>TRIP ACTIVITY DETAILS</b>	<p>I plan to leave very early on the Friday morning from Berwick at approx. 6am to avoid the worst of the peak morning traffic, setting up camp early afternoon.</p> <p>Hopefully arriving to set up at the caravan park in Beachport, and then spend family time on the beach (sunning, fishing, swimming) with opportunities for group drives up the beach or for individual family activities whenever and however you want.</p> <p>BIG Sunday Roast (if we can have the camp fire). If we are lucky the fire ban doesn't start until after Cup Weekend. But we got caught out last year, so no fire.</p> <p>Intending to pack up on the Tuesday morning and head back to Melbourne. Some members usually stay the whole week.</p>
<b>VEHICLE LIMITS</b>	MINIMUM: 1 MAXIMUM: 10 +
<b>APPROX KMS MEETING PLACE TO DESTINATION</b>	Approx. 550km to Beachport from Melbourne CBD
<b>LAST AVAILABLE FUEL</b>	PETROL: Every major town DIESEL: Every major town
<b>DISTANCE BETWEEN SUPPLIES</b>	Every major town
<b>EQUIPMENT REQUIRED</b>	All Recover gear - Max Trax if you have them Self Sufficient for all camping gear (in a caravan park)
<b>MAPS REQUIRED</b>	Normal GPS to get to Beachport Beach track maps are available at Beachport
<b>RADIO CHANNEL CB / UHF</b>	UHF 12
<b>GOOGLE MAPS</b>	<a href="#">See here</a>



DESTINATION	Tasmania 22 days away
LEADER/CONTACT NO.	NAME: Stuart and Maree MOB: 0428 539 157
DATE	Sunday 17th November 2019 day sail to Devonport to Sunday 8th December 2019 9:30 am day sail to Melbourne
MEETING PLACE / TIME	Spirit of Tasmania Departure point Station Pier Port Melbourne 7:30 am or as per boarding requirements
GRADE	WET: Extremely difficult  DRY: Difficult 
TRIP ACTIVITY DETAILS	Plan is to do some of Tasmania's iconic four wheel drive tracks.
VEHICLE LIMITS	MINIMUM: 2 MAXIMUM: 5
APPROX KMS MEETING PLACE TO DESTINATION	Approximately 2000 km in Tasmania
LAST AVAILABLE FUEL	PETROL: Available in most towns in Tasmania DIESEL: Available in most towns in Tasmania
DISTANCE BETWEEN SUPPLIES	Available in most towns in Tasmania
EQUIPMENT REQUIRED	Full recovery gear and well setup vehicles only, lifted, A/T tyres, F&R recovery points, winch etc. Camping gear to be self sufficient for at least four days NO CAMPER TRAILERS as many tracks are rated difficult.
MAPS REQUIRED	Hema Tasmania
RADIO CHANNEL CB / UHF	Channel 12
GOOGLE MAPS	<a href="#">See here</a>

# COMMITTEE DUTIES

As it is coming close to the time for the Annual General Meeting (in August), the committee has decided to add the basic descriptions of the duties accepted from the Executive Committee positions.

## President

- The Presidents role is a voted Committee position and it is the Presidents responsibility to be fully versed with the Club Rules
- Attendance of general meetings making sure meetings are held in accordance with the requirements as specified in the Constitution
- Draw up an agenda for General Meetings and ensure meeting is run in a structured manner.
- Lead the meeting through the agenda, keeping discussion relevant, decision making clear and encouraging member participation when required
- Appoint general committee roles and delegate duties to the committee members
- Make sure Committee Meetings are held in accordance with the requirements as specified in the Club Rules
- Draw up an agenda for Committee Meetings and ensure meeting is run in a structured manner
- Write monthly Presidents for the newsletter to report relevant information to members
- Attend Four Wheel Drive Victoria president meetings when required
- Oversee and assist in resolving any members disagreements
- Welcoming new members or visitors at general meetings

## Vice President

- The Vice President's role is a voted Committee position and it is the Vice President's responsibility to be fully versed with the Club Rules.
- To convene and run orderly meetings in accordance to the Clubs Constitution in the event of the President is absent
- To organise guest speakers for each meeting and be responsible for providing the necessary support, assistance and fellowship to ensure that their presentation is of the highest quality and they leave our meeting with a deep respect for the organisation they have just visited. Furthermore, to introduce those guest speakers to the meeting and move an effective vote of thanks for their presentation.
- Assist in all necessary aspects of administration of the Club Official Newsletter of the Victorian Four Wheel Drive Club Inc

## Secretary

- Collect the club mail from the club PO Box (778) at Dandenong Plaza Shopping Centre prior to the General Meeting.
- Attend the General Meeting ensuring that the Attendance, Apologies and Visitors books are available for members / visitors to sign in
- Take the minutes of the General Meeting
- Present the incoming and outgoing correspondence at the General Meeting

- Type up the minutes noting number of attendees, apologies and visitors
- Attend the committee meeting
- File correspondence in and minutes of the general meeting
- Attend to any outgoing correspondence as determined by the committee
- Ensure new member kits are up to date and available as required
- Maintain the membership list
- Print membership cards for current year ensuring that they are signed
- Attend to annual duties, fill out the Committee Details and Membership numbers and hand to the Treasurer to return to the Association with payment
- Ensure that you have become signatory for Club Bank Account (coordinate with Treasurer)

## **Treasurer**

- The Treasurer's role is a voted Committee position and it is the Treasurer's responsibility to be fully versed with the Club Rules.
- To receive all new member application, and member renewal forms and monies and issue receipts Deposit all monies received into club bank account (from membership fees, club raffles, sales of merchandise etc.
- Keep a record of the accounts—which can be made available by request of any club member
- Prepare a monthly financial status report for the General Meetings Prepare the AGM report with full annual financials, which will also include president and trip coordinators reports.

## **Trip Coordinator**

- The Trip Coordinator's role is a non-voted committee position and it is the Trip Coordinator's responsibility to be fully versed with the Club Rules.
- Ensure attendance to each Club General Meeting fully prepared with relevant information.
- If unable to attend it is the Trip Coordinator's duty to ensure another committee member has the Trip folder with the up to date information for the Club Meeting
- Ensure attendance to all Club Committee Meetings
- Be up to date with the Trip Leaders Guidelines as specified by the Adventure Activity Standards and FWDV (copies are in the front of the binder)
- Ensure all trip information is correctly recorded in the Trips binder
- Ensure the Trip Information Forms are up to date for each meeting.
- Ensure copies of other relevant forms are available if or when needed (Track survey reports, Accident Survey Form, Trip Incident form, Personal Information forms, Trip rating information)
- Ensure all TDF (Trip Data Forms) are filled in correctly and a copy is passed onto the Newsletter Editor
- Liaise with the Newsletter Editor and follow up any trip reports that haven't been submitted

## **Association Representative**

- The Assoc. Rep role is a voted Committee position and it is the Assoc. Rep's responsibility to be fully versed with the Club Rules.
- To attend all Association meetings with the President, and to report back to committee and also the General meetings with all items pertaining to the Victorian Four Wheel Drive Association.



# VICTORIAN FOUR WHEEL DRIVE CLUB INC

Nomination for Election to the Committee of Management – 2019/2020

I.....Signed:.....

Nominate.....for the position of

.....

I.....Signed:.....

Second the nomination for election to the Committee of Management.

I.....Signed: .....

Of.....

Hereby accept the nomination for election to the Committee of Management  
of the Victorian Four Wheel Drive Club Inc for the position of

.....

---

# VICTORIAN FOUR WHEEL DRIVE CLUB INC

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I.....Signed:.....

Nominate.....for the position of

.....

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I.....Signed: .....

Of.....

Hereby accept the nomination for election to the Committee of Management  
of the Victorian Four Wheel Drive Club Inc for the position of

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