

## **Club Chairman & Director**

### **Role Purpose:**

- The Chairman exercises effective running of the Club in accordance with the rules of the Club and the laws of the Land
- A Director has overall responsibility for the Club's affairs, exercising reasonable care, skill and diligence and performing the role to a high standard

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Serve as a Director of TVR Car Club Ltd, lead and contribute to Directors' discussions
- Chair all meetings of the Committee, the Directors and the AGM
- Give an annual report at the AGM
- Act as the primary liaison with TVR Automotive Ltd
- **TBA**

### **Role Requirements**

- The post holder should have sufficient experience of responsibility in a commercial organisation, members club or charity
- The Chairman & as a Director should be a team player as many activities of the Club require the presence of the role in the organisation and reviewing of events and the general running of the Club

**Present Post Holder: Richard Sails**

## Club Treasurer & Director

### Role Purpose:

The Treasurer exercises effective financial administration for the Club in accordance with the rules of the Club and the laws of the Land.

A Director has the overall responsibility for the Club affairs and to exercise reasonable care, skill and diligence and perform the role to a high standard.

### 1 Financial Administration

Control the finances, including budgets, management accounts and annual financial accounts, including sanctioning expenditure. Ensure that members' funds are spent in accordance with the Club's rules and in a way that protects members' interests.

Responsible for agreeing the terms of any supplies to the Club, including any formal contracts.

Maintaining communication and information flow to the other Directors and Committee with financial data on a regular (monthly) basis, at times of the AGM, and where necessary at other times, to the Club membership.

### 2 Accounting & Banking

Responsibility for the Club's:

- accounting system, ensuring it accurately reflects the true financial position,
- banking arrangements,
- investments, ensuring that they reflect the agreed Club risk exposure profile,
- income due to the Club is received from Club debtors,
- all authorised expenditure is made to the Club's creditors.

Liaison with accountants who produce the monthly management accounts, payroll and annual financial accounts, and with the auditors who examine and certify the financial accounts annually.

### 3 Office

Overseeing the Club office functions including all human resource matters.

Ensuring the office staff meet all their role descriptions in a timely manner.

Training and mentoring office staff in their book-keeping roles.

### 4 General

Participation in the running of the Club as required being a Director and the controller of finances, which involves membership of groups with specific tasks and other ad hoc groups

### 5 Role Requirements

The post holder should be a Chartered Accountant with sufficient experience of accounting in a limited company environment.

The Treasurer & as a Director, should be a team player as many activities of the Club require the presence of the role in the organisation and reviewing of events and the general running of the Club.

## **Club Secretary & Director**

### **Role Purpose:**

- The Secretary exercises effective administration for the Club in accordance with the rules of the Club and the laws of the Land
- A Director has overall responsibility for the Club's affairs, exercising reasonable care, skill and diligence and performing the role to a high standard

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Serve as a Director of TVR Car Club Ltd, contribute to Directors' discussions
- Take and record minutes for Director's meetings
- Organise, with the agreement of fellow directors, a Club AGM
- Organise an annual ballot for the election of Committee members
- Take and record minutes for Committee meetings
- Maintain Club's Data Protection Policy and registration with the Information Commissioner's Office (ICO)
- Maintain the Club's registration with, and links to, Motorsport UK, including our Safeguarding Policy
- Advise, where required, Regional Organisers any permissions they require for local events
- Apply for Motorsport UK Certificates of Exemption or relevant Permits where applicable for Club Events

### **Role Requirements**

- The post holder should have sufficient experience of administration in a commercial organisation, members club or charity
- The Secretary & as a Director should be a team player as many activities of the Club require the presence of the role in the organisation and reviewing of events and the general running of the Club

**Present Post Holder: Mervyn Larnar**

## **Club Director**

### **Role Purpose:**

- A Director has overall responsibility for the Club's affairs, exercising reasonable care, skill and diligence and performing the role to a high standard within the rules of the Club and the laws of the Land

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities on any other role held
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Serve as a Director of TVR Car Club Ltd, lead and contribute to Directors' discussions
- Attend meetings of the Committee, Directors and the AGM
- In the absence of the Chairman, chair meetings of the Committee, Directors or AGM
- Participate in other duties as defined in the Club's Articles of Association

### **Role Requirements**

- The post holder should have sufficient experience of responsibility in a commercial organisation, members club or charity
- A Director should be a team player as many activities of the Club require the presence of the role in the organisation and reviewing of events and the general running of the Club

**Present Post Holder: Steve Thomsit**

## **IT Manager**

### **Role Purpose:**

- To exercise oversight of the Club's provision and use of IT systems

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Advise Committee and Directors on IT considerations for running the Club
- Liaise with and assist Club Office with computer hardware provision
- Liaise with and assist Club Office with software configuration
- Maintain the Club's IT systems
- Liaise and assist Club Office with Club's IT systems
- If needed, co-ordinate work with Treble 3 on the Club website

### **Role Requirements**

- The post holder should have sufficient previous experience of planning, organising and supporting IT systems in commercial enterprises, clubs or charities.
- The post holder should have experience of working as a member of a team

**Post Holders: Steve Thomsit**

## Sprint Editor

### Role Purpose:

- To lead the production of each month's Sprint magazine

### Generic Responsibilities:

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### Assigned Responsibilities:

- **Article Proofing/Editing**

Due to the nature of a club magazine, members of all shapes and sizes are encouraged to write articles. This means each article, or even news item, needs to be scrutinised, edited & corrected for several things before submission for layout, and some are way more challenging than others. Basically, every word in every magazine needs to be proofed before it goes to the Sprint Designer. The magazine always looks professional in its style, layout and appearance, and is one of the most important marketing tools the Club. If the wording inside lets that down, the magazine will be judged as good as the quality of the text inside.

**Correction:** for grammar, spelling and generally making things read well and make sense, which can mean changing around the order too.

**Checking:** looking for spellings of names, places, etc which require research and checking.

**Legal:** making sure nothing we print is legally libellous or could offend any section of the Club, society and cause us complaints or worse.

- **Layout Liaison**

Along with the above, the Editor is in constant touch with the Designer for any questions as each magazine comes together. Queries can happen at any time and answering them quickly helps hit deadlines. We also use an online collaboration tool, which really helps with planning and seeing what we have coming up over a number of magazine issues.

- **Selection/Balance**

Making sure anything time sensitive appears in the correct edition and keeping a nice balance of styles and size of articles in each edition. Online Design (Jon Lowey) prefers to try and make the most of the images supplied, and as these vary so much in quality, firstly he will decide what can be done with those images first. We then plan the rest of the magazine around that and input can be on any day and at any time.

- **Pre-print Proofing**

As well as the initial proofing of each item, the whole magazine is sent as final PDF proofs each month for a final check, which needs to be signed off within half a day at the most to get to print.

- **Space Filling**

As each edition nears completion, regardless of how many articles we may have 'in the bank' we usually need to liaise on filling a last space or two. This requires being available to find, or often create and write, extra news items at short notice. As well as writing the Editorial of course

### Role Requirements

- The post holder should have sufficient previous experience of planning, writing and participating in producing magazine articles
- The post holder should have appropriate IT skills and experience of working as a member of a team and to agreed deadlines

## **Marketing & Public-Relations Manager**

### **Role Purpose:**

- To effectively promote the benefits of club membership to members and non-members

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Provide Marketing support in line with the goals of the Club Strategy
- Manage the Marketing budget
- Manage subgroups as agreed with the committee eg. Recruitment & Retention Group
- Lead & Co-ordinate the November and March Car shows at the NEC
- Oversee the clubs Social Media strategy and channels
- Co-ordinate communication between our various communication channels ie. Sprint, Website and Social Media, Forum, eNews etc
- Communicate directly with members via Email newsletter
- Survey membership to determine their top requirements
- Act as the first point of contact between the Club and the media to facilitate requests for comments. loan cars for photo shoots, road tests and restoration features etc
- Draft entries for annual Classic & Sports Car magazine's Club Awards
- Work with the office to enhance communication with members
- Support Andrew ( Sales/Partner Manager) with recruitment of Partners with Marketing support
- Liaise with Web Master to update website content and sync Social Media and News sections

In addition: Currently the Club Safeguarding Officer

### **Role Requirements**

- The post holder should have sufficient previous experience of planning, organising and participating in static or touring events
- The post holder should have appropriate IT skills and experience of working as a member of a team

**Post Holders: Mark Tickle**

## **Special Projects**

### **Role Purpose:**

- To promote all forms of TVR events and encourage participation of members

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities

### **Assigned Responsibilities:**

- Investigate new venues for National Events, create new events
- Lead discussions on format and timing of National Events
- Revitalise past events and change into repeating annual events
- Create, organise and run European TVR Car Club events eg. Rendezvous 22, etc.
- Support sponsorship negotiations for events – assisting the Sales Manager
- Support Club Regions in organising local events that may attract members from neighbouring Regions.
- Attend TVR events to gather images and content for future Sprint articles and social media platforms.
- Promote all TVR events on social media. Eg. Virtual advent calendar for events, reminders for upcoming events etc.
- Support the Club Office staff with event updates on TVRCC Torque and the TVRCC website.
- Co-ordinate with Club Office on event bookings
- Create content for Sprint, TVRCC Torque, TVRCC Website, Instagram and other TVR friendly Facebook pages.
- Help monitor and moderate TVRCC Torque.
- Engage with RO Co-ordinators on getting ROs to run events or provide support?
- Support ROs when planning regional events.

### **Role Requirements**

- The post holder should have sufficient previous experience of planning, organising and participating in static or touring events
- The post holder should have appropriate IT skills and experience of working as a member of a team

**Post Holders: Karen Thomsit**



## **Events Team**

### **Role Purpose:**

- To promote all forms of TVR events and encourage participation of members

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities

### **Assigned Responsibilities:**

- Investigate new venues for National Events, create new events
- Lead discussions on format and timing of National Events
- Revitalise past events and change into repeating annual events
- Support sponsorship negotiations for events – assisting the Sales Manager
- Engage with RO Co-ordinators on getting ROs to run events or provide support?
- Support Club Regions in organising local events that may attract members from neighbouring Regions.
- Co-ordinate with Club Office on event bookings

### **Role Requirements**

- The post holder should have sufficient previous experience of planning, organising and participating in static or touring events
- The post holder should have appropriate IT skills and experience of working as a member of a team

**Post Holders: Nev Butler, Karen Thomsit, Nick Warner**

## **Events Co-ordinator**

### **Role Purpose:**

- To coordinate the gathering and dissemination of forthcoming events to the Events Team and membership

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Maintain the Club Events Calendar by collating events from the Events Team and ROs and publish on Tockify
- Try to ensure minimal event date clashes\*
- Create list for Jon and Paul to update Sprint and Website
- Create list with weblinks and photos for Newsletter
- Add each event to Forum and Forum Events Calendar
- Add event to TVR Torque if not already there
- Add non TVRCC events to Tockify (if of possible interest to Club members)

\* Some double booking is probably inevitable in popular or holiday periods

### **Role Requirements**

- The post holder should have appropriate IT skills and experience of working as a member of a team

**Present Post Holder: Darren Greenfield**

## **ROCo**

### **Role Purpose:**

- To provide support and encouragement for Regional Organisers

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- In Liaison with and support for Regional Organisers (ROs)
- Check, edit and approve RO's monthly Sprint Reports
- Act as a channel of communication between the Club Office and each RO\*
- Request and organise equipment for ROs when needed
- Instigate and organise a minimum of two meetings per year for ROs with the ROCo, either by zoom or in person
- Attempt to find replacement ROs as any leave and assist to find DROs for ROs that need support
- Support Club Regions organising local events that may attract members from neighbouring regions

\* As each ROCo is the direct contact between the Club Office and Regional Organisers, all communications between the Club Office and ROs should include the relevant ROCo.

### **Role Requirements**

- The post holder should have sufficient previous experience as an RO or planning, organising and supporting events
- The post holder should have appropriate IT skills and experience of working as a member of a team

**Post Holders: Chris Mitchell, Bob Young**

Attend and participate in a minimum of four committee meetings per year (one per quarter) ???

## **Partnership Development**

### **Role Purpose:**

- To foster, maintain and develop Club's partnerships

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- To maximise and leverage revenue and other opportunities through building a strong relationship with our partners and to help them maximise the return on their investment with us.
- Provide access to all available resources within the Club
- Create opportunities for our partners to showcase TVR Car Club through events and vice-versa
- To work with Sales and Marketing/PR Managers in transitioning new business to Partnership Development

### **Role Requirements**

- The post holder should have sufficient previous experience of planning, organising and participating in joint developments
- The post holder should have appropriate IT skills and experience of working as a member of a team

**Post Holders: Martin Blackwell**

## **Competition Secretary**

### **Role Purpose:**

- To promote all forms of TVR competition in motorsport and encourage participation as competitors, team members, organisers, marshalls and spectators

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Promote motorsport within the Club
- Raise TVR Motorsport Profile in general
- Point of contact for members interested in motorsport.
- Work with organising clubs to expand TVR eligibility in their events.
- Assist competitors with Motorsport UK queries and disputes and FIA registration
- Organise TVRCC motorsport events.
- Assist ROs organising events with a motorsport element (not road based)
- Liaise with ROCo and ROs to encourage visits to motorsport events with a TVR involvement
- Liaise with Events Team to get motorsports events in calendar
- Update TVR social media with TVR motorsport events
- Manage sponsorship and promotion requests.
- Encourage members to produce motorsport articles for Sprint.

### **Role Requirements**

- The post holder should have sufficient experience of motorsport as a competitor, organiser or official

**Present Post Holder: Graham Walden**

## **Model Registrar**

### **Role Purpose:**

- To Act as a point of contact for queries and information about TVR cars

### **Generic Responsibilities:**

- Serve as a member of the Committee, contribute to Committee discussions
- Lead Committee discussions relevant to assigned responsibilities
- Where possible, help with the planning and running of Club Events

### **Assigned Responsibilities:**

- Provide an agreed Insurance Valuation service for members
- Maintain and update the Club's database of cars
- Respond to members queries about their cars or a prospective purchase
- Act as the DVLA contact for their V55/5 and V765 registration systems
- Act as the contact to the Federation of British Historic Vehicle Clubs (FBHVC)
- Liaise with TVR Automotive Ltd's Heritage Director
- Contribute regular "archive" articles for Sprint
- Organise the annual awarding of the Trevor Wilkinson Trophy

### **Role Requirements**

- The post holder should have appropriate IT skills

**Post Holder: Mervyn Larnier**