



Committee Management & Club Policies

MG Car Club (Auckland Centre) Inc

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1. ROLES AND RESPONSIBILITIES

The cornerstone of the elected officers of the committee's work is its responsibility to carry out the Objects of the Auckland Centre as well as undertaking responsibility for the financial wellbeing of the club.

The Powers and Duties of the Committee are outlined in the Constitution, Section 9 (see www.mgclub.org.nz > ABOUT US > CONSTITUTION)

The elected committee is accountable to both its members and the community at large, in respect to complying with legal and ethical standards.

2. DISTINGUISHING GOVERNANCE FROM SUB-COMMITTEE MANAGEMENT

Committee

Selects, supports and evaluates the Sub-Committees

Approves policy

Approves events for inclusion in the club calendar

Makes major decisions
Oversees management and sub-committee performance

Acts as diplomatic advocates

Sub-Committees

Runs their area/s of responsibility in line with the Committee direction, keeps the Committee informed, seeks Committee counsel if/when required

Makes policy recommendations/if required, supported by information

Notifies Committee of all proposed events for approval so that info that needs publishing can be included in club publicity in a timely manner

Frames recommendations for decision in the context of running a particular Sub-Committee's area of responsibility
Provides timely, meaningful information

Guiding Questions

1. Is it policy? (about what we always do under given major circumstances)
2. Is there a red flag? (auditors notes, trends)
3. Is a watchdog watching? (IRD, national or other centre, or the media)
4. Does the President or any executive member need support in any decision/action?

Exceptions: Performance is sub-par on an ongoing basis

There are significant events/ changes in the overall environment

Organisation faces accusations of any impropriety

Any other major threats

- these would all attract the Committee's closer involvement

On a 'good' Committee Executive roles

- make a difference
- are fully engaged with the organisation
- don't micro-manage
- leverage their time and ability
- don't bring their personal or lobby group agenda
- understand their legal obligations
- understand committee's management role
- actively work to create and maintain a cohesive management team

Specifically in three areas;

Behaviour – openness matched by confidentiality, and appropriate behaviour

Structure – understanding of and respect for it

Expectations – having knowledge of the functions expected of him/her/them, and receiving 'no surprises' in return

3. POLICIES

3.1 Committee Policy (4th March 2002) – The position of the Club and the Executive has been considered by the Committee in relation to the running of future motorsport events and the Clubs liability. Therefore the approval procedure is that only properly experienced officials are to run the event and that authority and the responsibility for running the event rest solely with the duly delegated official and that official has the responsibility for ensuring full compliance with the safety plan for the event and in addition to take into account any hazards that could reasonably be identified during the course of the event and take appropriate action.

3.2 Honorarium Reimbursement - Reimbursement of sundry expenses by way of honoraria was introduced in the 1970s to defray sundry expenses incurred by certain officers in the discharge of their club duties.

Eligible Officers are President, Vice-President, Secretary, Treasurer, Club Captain, Editor and Webmaster. The amount of the honorarium reimbursement of expenses to each of the seven officer positions is \$300, the total honoraria reimbursement being \$2100.

3.3 Event Cancellation Procedure – Inform Events Calendar Administrator Sue Martin (027 5756409) or Tony Simmons (021 1416155) so the cancellation can be published on the website Event Calendar and Facebook page. If very close to the event telephone rather than assume an email will be read.

Inform everyone who has booked via by the best means possible and depending how close this is to the event, you also may have to telephone or text.

3.4 Reimbursement of Plotter, Organiser & Non-Competing Official Expenses (Policy Resolution #MGCC17/18-50 - Approved 11th December 2017)

- a) Plotter cost/s or event organiser cost/s for Social Runs, MG Classic Marathon, Far North, National Rally or Competitive Events may be claimed for reimbursement for expenses incurred from voluntary activities. The km/mileage reimbursement rate shall be determined by the committee from time to time. Other expenses, e.g. printing of run instructions, can be claimed. Plotter can deduct his or her costs from run fee if a run fee is being charged. There may be some events where the run fee has been waived. Plotter can then make a claim to the MG Car Club in a timely manner if desired.
- b) If an Event Plotter or Event Organiser/s require pre event accommodation for an out of town event a request for reimbursement of accommodation up to a pre-approved budgeted amount may be made in a timely manner for expenses incurred from their voluntary activities if desired.
- c) A non-competing official of a national rally may request reimbursement of cost/s in a timely manner up to a pre-approved budgeted amount, which may include km/mileage and accommodation for expenses incurred from their voluntary activities if desired.
- d) A person authorised by the club to take an additional vehicle or trailer to an event for the principal purpose of transporting club equipment to that event may seek reimbursement on the basis of 36 cents per km for the additional vehicle

and or 10 cents per km for a trailer, as applicable

(As at 11th December 2017 the rate is .36c per km or .62 cents per mile)

3.5 Social Run Event Guidelines and Indemnity ‘sign-in’ Form

A comprehensive event guidelines document and compulsory sign-in Indemnity Form is available for all run organisers to download from www.mgclub.org.nz > Events > Event Guidelines > **Guidelines for Social Run Organisers and Indemnity Form** The Indemnity Form must be filled in and returned to the Points Coordinator.

3.6 Health & Safety Guidelines for Events not under the jurisdiction of MSNZ

Club Event procedures in the event of an Accident or Incident

- 1) Secure Life (e.g. injuries)
- 2) Secure the Scene
- 3) Advise and involve the Event Organiser
- 4) Capture (ASAP) images, photos, distances, data and any Dash Cam coverage
- 5) Note and copy any formal “Notices” issued
- 6) Caution – be very careful here with comments, admissions, concessions. Only the Lead Organiser should respond initially
- 7) The Event Organiser will coordinate a Club Special Panel to handle all details, reports and comments. Avoid having several spokespersons
- 8) This Club Special Panel will investigate and advise any other parties that need involvement (e.g. insurers. Legal representation, Police/Traffic Authorities). The Panel will plan for document requests, demands for interviews etc.

4 AFFILIATIONS & CORPORATE MEMBERSHIPS

AFFILIATIONS: MG Car Club Inc (*National club in NZ*)
 MG Car Club Ltd (*UK*)
 NZ Federation of Motoring Clubs Inc

CORPORATE MEMBERSHIP: The Remuera Club

5 LIFE MEMBERS

Dick Alder
Darryl Sorensen
Rodger Anderson
David Haydon*
Dren Errington
Garth Bagnall

DISTINGUISHED SERVICE AWARDS

Tony Bushell	2000
Joan Hughes *	2000
Ray Hughes	2000
Bronwyn Walbran	2000
Den Williams	2000
Karen Dunn	2001

Jim Hoare*		Colin Upchurch	2006
Paul Walbran		Tony Simmons	
Martyn Dunn		Rex Thompson	
Derek Haynes*		Sheryl Thompson	
Sue Martin		Tony Barbarich	2008
John Campbell	2008	John Hancock	2008
Zena Lowther		Zena Lowther	2008
Bronwyn Walbran		Michael Wood	2008
Rex Thompson		Darryl Bretherton	2014
Ray Hughes	2016	Ian Grant	2015
Tony Simmons	2016	Kim Walker*	2015
Ernie Martin	2016	Rex Benns	2018
Geoff Broadhead	2017		
Darryl Bretherton	2017		
Tony Bushell	2017		
Karen Dunn	2017		
Rob Ellis	2017		
John Hancock	2017		
Andrew Walbran	2017		
Kim Walker*	2017		
Michael Wood	2017		
Sheryl Thompson	2018		

*Denotes deceased

6. INDEMNITY AND INSURANCE

The elected committee is responsible for arranging liability Insurances.

Indemnity and Insurance is outlined in the Constitution, Section 10 (see www.mgclub.org.nz > INDEMNITY AND INSURANCE).

7. COMMITTEE TROPHIES

Adrian Robinson Memorial Trophy – for most meritorious performance in club speed events.

Wilkin Open Circuit Racing Cup – for MG representation in open circuit racing.

Cammick Trophy – for the most enthusiastic member in events

Kevin Masterson Clubman Trophy – for the most helpful club member.

Renton Murray Hard Luck Trophy – for outstanding hard luck

Heather Spurle Plate – for upcoming young talent

Wooden Wooden Spoon – for outstanding daftness