

Position Available **SECRETARY – CHMC – Volunteer**

CHMC is seeking a new Secretary to take up this position starting from the upcoming CHMC Half Yearly Meeting.

CHMC Committee is a welcoming team that looks after CHMC affiliated Clubs interest and liaises on their behalf with other similar Councils, heritage-focused groups, NSW State Government and the General Public.

About the Role:

Participate as a valued team member in this satisfying role, co-ordinating the administrative requirements of the CHMC Committee. Gain a greater insight into the heritage vehicle movement, the application of the Historic Vehicle Scheme, the 60 Day Log Book Trial, and the Classic Vehicle Scheme. Be part of the future of this evolving movement.

Responsibilities:

- Manage the CHMC email account.
- Maintain the CHMC P.O. Box.
- Take phone calls from CHMC affiliated Clubs and the public
- Maintain the Correspondence files, the affiliated clubs renewal files and the CVS applications.
- Organise as part of a team effort the CHMC AGM and Half Yearly Meetings, the CHMC Committee twice yearly meetings, and ad hoc meetings with RMS, and affiliated clubs.
- Attend the CHMC meetings.

About You:

- Computer literacy especially Email, Word, and Excel.
- Ability to maintain confidentiality.
- Written and verbal communication skills.
- Flexible and self-motivated.
- Enjoy the company of like-minded people.
- Willing to give some of your time to help promote the motoring heritage movement.

Although the above may seem a bit overwhelming, the current committee is very supportive to the secretary, and are always willing to assist with any of the above listed responsibilities. All out of pocket expenses incurred will be reimbursed, and a \$1000 per year bonus is available to the secretary. Please consider if you would like to contribute to this great hobby by nominating for the above position.

Give Chris Hillbrick-Boyd a call on 0419 013 263 to have a chat about what she does.

Ray Ives
President, CHMC

24 August 2018