

## THE RALLY ORGANISER ROLE DESCRIPTION

Updated: 1 April 18

Hi, these descriptions or guides are designed to help smooth the road to being effective in your role. They have been written, by members for members. So, feel free to modify them. We only ask that you let the Secretary know so that the master copy can be updated to suit current practice. It is intended to provide people new to the role with a copy.

The guides are based on the requirements of our Constitution and associated Rules. If you do not have a them, please ask the Secretary to send you a copy as it is your responsibility to be familiar with them, particularly as they affect your role.

### Constitution Requirements

This position is elected annually and is accountable to the Register Executive for the financial aspects of the Kiwi Jampot Rally. Specifically, this officer will:

- Hold a bank account in the name "Jampot Rally Account". All cheques or electronic payments drawn on the Rally bank account shall be authorised by the duly approved Register Officer and countersigned by such other member as may be appointed by the Organiser/Rally Committee.
- Pass all receipts and information concerning monetary transactions in hosting the annual rally to the Treasurer, no more than 60 days after the date of the Rally.
- He / She will be accountable for ensuring the Constitution of the Register is followed.

### Overview<sup>1</sup>

The Rally is organised at arms-length from the Executive Committee other than financial aspects of the rally. The Rally Organiser is appointed at an AGM prior to the date of the proposed rally.

### Organisation

It is recommended that a small committee of 3 or 4 persons is formed to assist with the organising and running of the rally.

The Kiwi Jampot rally must aim to break even financially. Making a surplus puts our tax free status with Inland Revenue at serious risk.

To assist with rally organisation there is a Kiwi Jampot Rally Organisers' Handbook. Contact the Rally Handbook Keeper for a copy.

### Safety

Prepare a safety plan and forward a copy to the Executive Committee for consideration. It's the Rally Organiser's responsibility to prepare the plan, have it approved by the rally committee and to ensure that there is a Safety Briefing for **all** rally riders' before the run.

### Promotion

Entry forms are to be published in the August newsletter and online in the year prior to the rally and in the October, December and February newsletters.

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<sup>1</sup> Based, in part, on The Jampot Rally Organisers Handbook version 4, 2013

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### **Finance, Accounts and Budgeting**

- a. The Rally Organiser is to send a copy of the rally budget to the Treasurer along with associated assumptions, seeking approval from the Executive Committee for the overall financial position – break-even, loss, or surplus. If seed monies are required then this is the time a seek formal approval from the Executive Committee. The budget must be approved prior to the spending of any money on the Rally.
- b. Liaise with the club Treasurer on all financial setup procedures including the rally cheque account. The Treasurer can help with advice on how to operate the account for the rally.
- c. The Rally organising committee needs to open a bank account (Westpac preferred) to operate the rally finances.
- d. Keep a record of all expenditure and income along with invoices and following the payment of all costs provide a list of accounts of expenditure and income to the Treasurer for the annual accounts of the club. Note. There are to be no cash prizes.
- e. When all expenses have been paid and income has been accounted for, shift any remaining money into the main account of the club. Advise the Treasurer and then close the account.
- f. The Kiwi Jampot rally must aim to break even financially. Making a surplus puts our tax-free status with Inland Revenue at serious risk.

### **AGM**

The organisation of the AGM is the responsibility of the register committee. The Jampot Rally committee should liaise with the President about a suitable time.

### **POST RALLY**

- a. Write a report to send to the Executive Committee making recommendations for improvement.
- b. Send copies of relevant documents the Rally Handbook Keeper for inclusion in the Rally Organisers Handbook.
- c. Finalise all invoices and send the books to the Treasurer. (See Finance, Accounts and Budgeting above for details.)