

Bringing Four Wheel Drivers
Together



Victorian Four Wheel Drive
Club Inc.

Free Wheeling



VFWDC
July 2016

Vic High Country
Queens B'day weekend
2016

Official Newsletter of the Victorian Four Wheel Drive Club Inc

Registration No A0002184F

Notice Board

VFWDC GENERAL MEETING VENUE

The club meets at the Bowling Club Rooms, Noble Park Football Club, 46-56 Moodemere St, Noble Park on the 1st Wednesday of every month at 8.00pm (**No meeting in January and November meeting at selected location**). Members and Guests are welcome to dine at the Bistro before attending the meeting from 6:30pm.

First **WEDNESDAY** of each month 8.00pm Start

Venue:

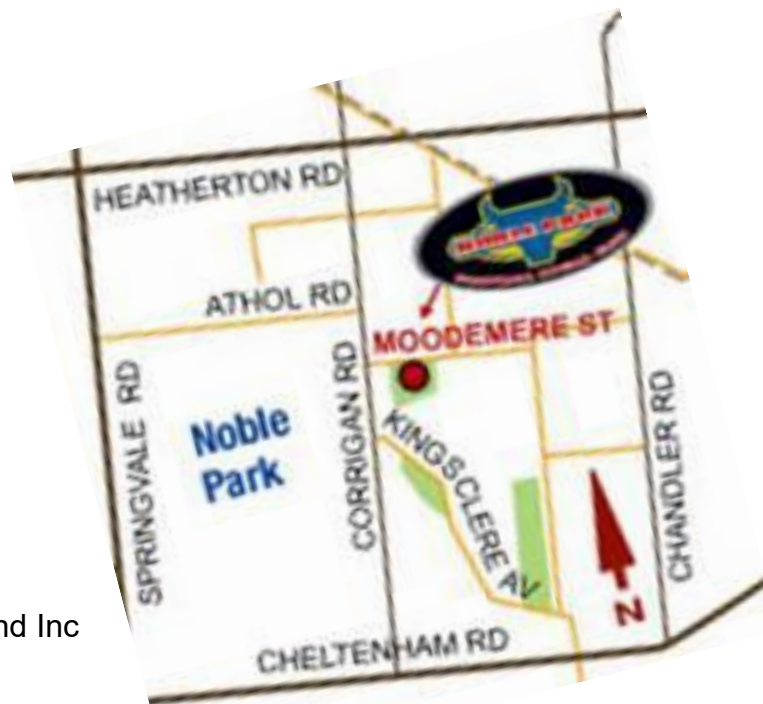
Bowling Club Rooms (Next to Car Park,
down the far end of the car park)

Noble Park Football Club

46-56 Moodemere Street

Noble Park

Melways ref: 89 D4



Aberfeldy Track managed by West Gippsland Inc

www.westgippslandinc.com.au

FREE WHEELING

editor@vfwdc.com

COMMITTEE OF MANAGEMENT		
2015-2016		
President	David Bruinsma	president@vfwdc.com
Vice President	Sally Higgs	vicepres@vfwdc.com
Secretary	Bruce Cremonesi	secretary@vfwdc.com
Treasurer	Tony Barbera	treasurer@vfwdc.com
GENERAL COMMITTEE		
Trip Co-Ordinator	Stuart Bowker	trips@vfwdc.com
Newsletter Editor	(position vacant)	editor@vfwdc.com
Association Delegate's	President and Treasurer	
General Committee	Max Germasi	
General Committee	(position vacant)	
SUPPORT POSITIONS TO COMMITTEE		
Web manager	Ben Whitworth	web@vfwdc.com
Training officer	Phillip Griffith	Email c/- trips@vfwdc.com
Training officer	Ashley Martin	Email c/- trips@vfwdc.com
Merchandise	Carolyn Bruinsma	merchandise@vfwdc.com
Club Details		
Registered Name	Victorian Four Wheel Drive Club	
Registration No	A002184F	
Correspondence	PO Box 778 Dandenong VIC 3174	
Email	secretary@vfwdc.com	
Website	www.vfwdc.com	
The Victorian Four Wheel Drive Club is an affiliated club of Four Wheel Drive Victoria - www.fwdvictoria.org.au		

CLUB MERCHANDISE FOR SALE			
Club Polo Shirts	\$28.00 ea	Club Hoodie	\$48.00 ea
Club Polar Fleece Full Zip Jacket	\$48.00 ea	Club Sleeveless Reversible Vest	\$54.00 ea
Club Caps	\$15.00 ea	Club Bucket Hat	\$16.00 ea
Club Wide Brim Hat	\$18.00 ea	Club Beanie	\$12.00 ea
Club Drivers Jacket (Coat)	\$80.00 ea	VFWDC Windscreen stickers (small) \$6.00 (large) \$8.00 ea	
We encourage all members to purchase a Club Polo Shirt.			
Email your order to merchandise@vfwdc.com . Please ensure you advise size required.			



News From The President

Hello and welcome for yet another issue of the VFWDC monthly magazine.

It is that time of year again, when the committee sends out reminders to club members inviting them to renew their membership. I would like to encourage all our members to go to the download section of the website and fill in the PDF form electronically (which you can save to your computer) and then to email the completed form to our treasurer, along with a screen capture of your electronic payment of annual fees. Doing this will make our treasurers job much easier on club nights as their will be fewer people queuing to see him during the meetings. If you do print off a renewal form and write it out by hand, please do so in a neat and legible manner, especially all your contact details.

Once again I urge the membership to consider nominations for the various committee positions available for next months AGM. In particular the President and Vice President positions needs nomination(s), as these positions will be vacant as of the AGM. Quoting from the Club Rules Article 43, we need at least 4 executive positions filled, and up to 5 ordinary members.

43 Composition of Committee

The Committee consists of—

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer;
- (e) up to 5 ordinary members.

I can say that being part of the committee has been a very rewarding experience for me, and it is another opportunity to socialise with fellow club members on a regular basis (being the monthly committee meetings). So even if you do not feel that you are ready to stand up for an executive positions, please consider joining the committee as an 'ordinary' committee member.

David Bruinsma
VFWDC Club President
www.vfwdc.com



CLUB CALENDAR AT A GLANCE

2016 July				
2nd July to 13th August	6 weeks	Canning Stock Route	Stuart	0428 539 157
6th	Wednesday	General Meeting	President	
9th/10th	Sat/Sun	Xmas in July - St. Annes Winery	David	0417 747 880
15th		Deadline for magazine articles	Editor	
15th to 17th	Fri/Sun	Mt Skene Snow Trip	Andrew	0404 191 949
15th to 17th	Fri/Sun	Mt Skene Snow Trip	Sam	0414 503 874
19th	Tuesday	Committee Meeting	President	
2016 August				
3rd	Wednesday	AGM and General Meeting	President	
6th	Saturday	1st Aid Course - Melbourne City	David	0417 747 880
15th		Deadline for magazine articles	Editor	
23rd	Tuesday	Committee Meeting	President	
2016 September				
7th	Wednesday	General Meeting	President	
9th/12th	extended weekend	Border Track	Mick	0424 766 616
15th		Deadline for magazine articles	Editor	
20th	Tuesday	Committee Meeting	President	
2016 October				
5th	Wednesday	General Meeting	President	
15th		Deadline for magazine articles	Editor	
15th/16th	Sat/Sun	Aberfeldy Working Bee	David	0417 747 880
18th	Tuesday	Committee Meeting	President	
2016 November				
9th	Wednesday	General Meeting - Special Event TBA	President	
15th		Deadline for magazine articles	Editor	
22nd	Tuesday	Committee Meeting	President	
2016 December				
7th	Wednesday	General Meeting	President	
10th	Saturday	Xmas Party TBA	Committee	

Minutes of General Meeting April 2016

Meeting started 8pm

Members as Per Book
Apologies as Per book
Visitors as Per Book

Minutes from April General meeting

Accepted: Andre Van Der Walt
 Seconded: Ben Whitworth

Minutes from May General meeting

Accepted Steve Zonneveldt
 Seconded: Steve Pitcher

Business from Minutes:

Nil

Correspondence in:

Emails from prospective members
 Letters from Insurance Lawyers about payment – this has already been paid.
 Other Club Magazines.
 Certificates for Driver Training.

Correspondence out:

Emails to Portland Buggy Club asking for names and numbers.,
 Replies to prospective members.

Treasurers:

As per attached report
 Accept: Stuart Bowker
 Second: Brett Buchannan

Ken Birch from Victorian High Country Huts Association.

Great discussion and Presentation on the huts that are out there, and the work carried out by the Huts Association on behalf of Govt.
<http://hutsvictoria.org.au/>

General Business:

Driver Training Certificates handed out by Phil Griffith and the President Dave B. Phil mentioned how rewarding it was to be a driver trainer and how well each driver did on the weekend.

Recipients

NormAnderson
 Peter and Jo Tonkin
 Shane

Xmas in July:

David discussed the Xmas in July. Please put your names down tonight to assist with catering.

Membership Costs - breakdown

Dave discussed the membership costs and where the members money goes. This was backed up by a detailed Excel Presentation on the screen so all members could see the ACTUAL COST of running the club as it

stands today as it relates to each individual membership fee.

The committee advised that at its next committee meeting the cost breakdowns would be further analysed and expected that the membership fees will need to increase, just to maintain a balance based on the reduced costing column. This will not affect the membership fees for 2016/2017, but will be put in place for 2017/2018.

	Annual Costs	Postage Included 10 mag per mth	No Postage 4 Mag per mth
Magazine Prints Per Month			
Single Membership fees		\$70.00	\$70.00
Family Membership fees		\$80.00	\$80.00

All calculations based on current members 54

Affiliation fees to 4WDV per head		\$38.00	\$38.00
Insurance		\$7.50	\$7.50
Venue Hire	\$1,134.00	\$21.00	\$21.00
PO Box Hire	\$185.00	\$3.43	\$3.43
Web Hosting & Maintenance	\$179.00	\$3.31	\$3.31
Catering costs annually	\$366.00	\$6.78	\$6.78
Printing cartridge \$448.00 each	\$896.00	\$16.59	\$3.00
Printing Paper		\$5.00	\$2.00
Postage Fees @ \$3.00 each (prepaid envelopes)		\$33.00	

Trips:	Fixed Operating Costs per membership	\$134.61	\$85.02
---------------	---	-----------------	----------------

See Magazine for more information on trips.

10-13th June – Portland Buggy Club trip.All Go.

10-13th June – High Country Trip.Meeting at Briagolong fuel up at Maffra.

July – Canning Trip with Stuart. 29 Sleeps to go.

9-10th July - Xmas in July

July - Mt Skene trip – Andre

July - Mt Skene trip – Sam

9-12th Sept - Border Track

Raffle:

1st prize – Sam Took the wine.

2nd prize – Stuart took the Spot Light

3rd Prize – Steve V –Bluetoot gig.

4th Prize – Dave B – Took the Suction Gun

Meeting Closed at 10pm.

Bringing Four Wheel Drivers Together

Victorian Four Wheel Drive Club Inc
www.vfwdc.com

Treasurer's Report

May 2016

Cheque A/C Opening Balance as at 01/05/2016 \$3,445.59

Add:

Membership Renewals	\$340.00
Merchandise	\$82.00
Raffle Feb 2016	\$81.50
Total Monies In:	\$503.50

Less:

Catering Chq 482	\$22.30
Merchandise Chq 485	\$683.60
Total Monies Out:	\$705.90
Closing Balance as at 31/05/2016	\$3243.19
Refund Membership overpayment	-\$400.00
Plus: Un presented Cheque #469	-\$400.00

31/05/2016 Actual Balance When Cheque's Presented \$2,843.19

Term Deposit Opening Balance as at 01/05/2016 \$6,210.41
Closing Balance as at 31/05/2016 \$6,210.41

Petty Cash Opening Balance as at 01/05/2016 \$150.00
Add: Transfer in from Cheque A/C \$22.30
Less: Catering Costs - Meetings -\$22.30
Closing Balance as at 31/05/2016 \$150.00

Consolidated Closing Cash Position \$9,053.60

UPCOMING TRIPS

DESTINATION	Canning Stock Route
LEADER/CONTACT NO.	NAME: Stuart MOB: 0428539157
DATE	2 nd of July to the 13 th of August 2016
MEETING PLACE / TIME	TBA
GRADE Please adhere to new trip classifications	WET: Difficult DRY: Medium
TRIP ACTIVITY DETAILS	Travel via Alice Springs and the Tanami Tk to Billiluna at the Start of the CSR 21 days on the CSR to Wiluna then on to Leonora to start the Great Central Road to Giles and to the Surveyor Generals Corner. Traveling out from the corner Via Uluru and Yulara and (if time permits) start the Simpson Desert crossing to Birdsville and home via Iniminka, Camerons Corner, Tibooburra, Broken Hill and Mildura.
VEHICLE LIMITS	MINIMUM: 2 MAXIMUM: 5
APPROX KMS Meeting place to destination and return	10,000 kms
LAST AVAILABLE FUEL	DIESEL: Billiluna
DISTANCE BETWEEN SUPPLIES	2000k Each vehicle must carry enough fuel to get through to the advised fuel stops with a safety margin in reserve approx 300 lts
EQUIPMENT REQUIRED	Recovery gear, Camping gear and enough food and water for three weeks without supplies.
MAPS REQUIRED	Hema Maps Great Desert tracks Central Sheet and Western Sheet. TL will have Maps.
RADIO CHANNEL UHF	12 and 40 on the CSR

UPCOMING TRIPS

DESTINATION	Xmas in July - St Annes Winery
LEADER/CONTACT NO.	NAME: David MOB: 0417 747 860
DATE	Saturday 9th July to Sunday 10th July 2015 (<i>provisional date</i>)
MEETING PLACE / TIME	At St. Annes Winery from 12 mid-day onwards on the Saturday: 64 Garrards Road, Myrniong VIC 3341
GRADE	easy
TRIP ACTIVITY DETAILS	<p>Twill be an easy relaxing weekend, camping at the winery itself. Come along, set up your camp - go to the cellar door, sample the wonderful variety of Wines and Ports and purchase your supplies for the weekend. The committee intend to supply the Saturday night dinner on our huge BBQ. The Committee will also supply a cooked breakfast on the Saturday morning. Numbers are needed prior to the weekend either by putting you names and passenger number down on the trip data form at a preceding club meeting - or by emailing me on president@vfwdc.com with your details. We need to know if you are coming for DINNER ONLY, or staying for breakfast as well.</p> <p><i>(I need someone from the club who would be interested in arranging the food and/or cooking as Marie will likely be on the trip with Stuart on the Canning Stock Route).</i></p> <p>Happy hour starts on Saturday as soon as you arrive and are set up, please bring plate(s) of goodies to share around for nibbles !!!!!There is NO 4wding intended at all for the weekend (actually no driving at all until the next day as you head home), but for those who would like to get some 4wheeling done, there will be opportunity to do so upon your departure on Sunday to head up through Wombat SF, I can certainly recommend to try the XL track which has some nice bog holes last time I drove through.</p> <p>The winery allowed us to have an awesome bon fire on last year, I expect that will have the same opportunity again this year.</p>
VEHICLE LIMITS	MINIMUM: 5 MAXIMUM: whole club
LAST AVAILABLE FUEL	PETROL: Bachuss Marsh DIESEL: Bachuss Marsh
DISTANCE BETWEEN SUPPLIES	Bachuss Marsh
EQUIPMENT REQUIRED	Normal camping gear - and then relax around the camp fire.
MAPS REQUIRED	Normal GPS is sufficient to get to St. Annes
UHF	UHF 12

UPCOMING TRIPS

DESTINATION	2016 Mt Skene Snow Trip
LEADER/CONTACT NO.	Andre 0404191949
DATE	15 July 2016 Friday to Sunday
MEETING PLACE / TIME	Lilydale Macca's 7:00pm for 7:30pm departure
GRADE	Med (wet or dry) Beginners welcome
TRIP ACTIVITY DETAILS	We will be heading up Friday night and camping at Skipworth Reserve (Mansfield-Woods Point Rd, 7.5km South of Jamieson). If you can't make it up on Friday night, you can meet us at camp on Saturday morning. We will be leaving camp at 9am sharp to head up and over the summit of Mt Skene and (hopefully) spend the day playing in the snow. We will return to camp on Saturday afternoon and head home to Melbourne on Sunday around lunchtime. Camper trailers welcome. Please note: We are required to apply for a permit two weeks prior to the trip, so members wishing to attend must confirm before the end of June.
VEHICLE LIMITS	MINIMUM: 2 MAXIMUM: 10
APPROX KMS Meeting place to destination	400 km (from Lilydale)
LAST AVAILABLE FUEL	PETROL: Mansfield DIESEL: Mansfield
DISTANCE BETWEEN SUPPLIES	
EQUIPMENT REQUIRED	Own recovery gear (Snatch strap and shackles minimum) Food, camping gear if staying overnight
MAPS REQUIRED	
RADIO CHANNEL UHF	12

UPCOMING TRIPS

DESTINATION	2016 Mt Skene Snow Trip
LEADER/CONTACT NO.	NAME: Sam MOB: 0414503874
DATE	Friday 15 th – Sunday 17 th July 2016
MEETING PLACE / TIME	
GRADE	WET: snow conditions
TRIP ACTIVITY DETAILS	Weekend trip to Mt Skene. Leaving Friday morning and returning Sunday. Trip activities meeting point will be announced closer to trip. Will be going to Licola and staying at Mt Skene and staying at Crows Hut.
VEHICLE LIMITS	MINIMUM: MAXIMUM: 5
APPROX KMS Meeting place to destination	
LAST AVAILABLE FUEL	PETROL: Heyfield DIESEL: Heyfield
DISTANCE BETWEEN SUP-PLIES	Approx. 50km
EQUIPMENT REQUIRED	Recovery gear & winches and snow chains if you have.
MAPS REQUIRED	Leader will have maps
RADIO CHANNEL CB / UHF	12

UPCOMING TRIPS

DESTINATION	Border track
LEADER/CONTACT NO.	NAME: Mick MOB: 0424766616
DATE	Sep 9 th Sep 12 th
MEETING PLACE / TIME	TBA
GRADE Please adhere to new trip classifications	WET: Med DRY: Easy
TRIP ACTIVITY DETAILS	We will be exploring some of the big desert and the Murray Sunset country and the border track
VEHICLE LIMITS	MINIMUM: 2 MAXIMUM: 8
APPROX KMS Meeting place to destination	
LAST AVAILABLE FUEL	PETROL: Fuel is readily available DIESEL:
DISTANCE BETWEEN SUPPLIES	At most 300km
EQUIPMENT REQUIRED	This trip could be wet or dry the area is like the high country....unpredictable so be prepared!
MAPS REQUIRED	Victoria's desert map
RADIO CHANNEL UHF	12

UPCOMING TRIPS

DESTINATION	Aberfeldy District - Working Bee
LEADER/CONTACT NO.	NAME: David MOB: 0417 747 860
DATE	Saturday 15th October / Sunday 16th October
MEETING PLACE / TIME	tba
GRADE	WET: Medium/Hard DRY: Easy/Medium
TRIP ACTIVITY DETAILS	<p>Trip to Aberfeldy staying at little O'Tools.</p> <p>Saturday as we go into Aberfeldy area, we will look at all signage and clean and repair as necessary, including trimming weeds and grass at the base of all signage. We will prepare a written report for each sign, so we can send to Rudi for record keeping, and also for our own records so we can ascertain if we need to go back for further works than originally anticipated.</p> <p>After the 'working' bee, we will enjoy some basic 4wd'ing until we reach either Little O'tools or O'tools depending on how busy the area is on the weekend.</p> <p>Happy hour from 5 to 6 (everyone to supply a plate of something)</p> <p>Sunday will be a few more tracks, depending on mood, as we head out and aim for home.</p>
VEHICLE LIMITS	MINIMUM: 2 MAXIMUM: 10
APPROX KMS Meeting place to destination	300 to 450 kms, depends on how much exploring we choose to do.
LAST AVAILABLE FUEL	PETROL: Moe DIESEL: Moe
DISTANCE BETWEEN SUPPLIES	Less than 100 kms
EQUIPMENT REQUIRED	Camping gear, Recovery gear, Food, Water, Sense of fun and relaxation. For the Saturday - need gloves, cleaning wipes, chain saws, wipper snippers (with heavy duty cord preferred)
MAPS REQUIRED	
RADIO CHANNEL CB / UHF	UHF 12

We Want Your Old Trip Notes

We are looking for old trip notes from leaders who have lead a trip in the past. This is to give other members some ideas of trips they could run. Please email our trip coordinator

trips@vfwdc.com

YOUR PHOTOS WANTED!



If you have any great trip photos please email them to Ben web@vfwdc.com to add to the website gallery.

Make Sure you let Ben know which trip the photos are from. Please make sure to blur or black out all license plates.



TRIP REPORT

High Country — Queen's Birthday weekend report

11 – 13 June 2016

Sam Abayou (Trip Leader) and Reina: Nissan GQ Patrol

David Bruinsma (President) and Samuel: Nissan Navara D40

Steve Pitcher (Tail End Charlie): Toyota LandCruiser 105 Series

Under the cover of early morning darkness, we all met up at the BP / Macca's fuelstop near Officer. After a quick bite and a cuppa, we were soon rolling down the freeway in the direction of Gippsland. After reaching the small township of Briagolong, we turned off at Marathon Road and headed 56km up north into the hills. It was an easy drive to start with and, after stopping briefly to air down for corrugations, we soon found ourselves within the boundaries of Alpine National Park



Shortly after passing through the park gates, we chanced upon a fresh piece of venison that an earlier hunter-driver must have dropped on their descent from the hills. Dave was quick to capitalise on the find before we made our way towards Moroka Hut.



After the preceding evening's rain, the track in was a little wet in spots but it was nothing too difficult. We walked the final 250 meters or so to the hut before heading back to our vehicles to find a camp site.

We had 3 main camping options to choose from: stay near where we were at Moroka Hut, head eastward in the direction of Horseyard Hut or take the longer option driving in a southwesterly direction towards Miller's Hut.



After a brief discussion, we opted for the latter as neither Sam nor David had been there before. As we made our way along Maroka Range Track, the rain turned to sleet and eventually to snow. By the time we reached Wellington Track, the greenery began to whiten significantly. We progressed with caution until we crested Mount Wellington and proceeded further south down to around the 1500 meter mark.



Much to our disappointment, Miller's Hut was already taken. We scouted around the area and found a nice flat sheltered spot where we began to set up for the evening. The kids played in the snow while the rest of us set about making camp. Dave had brought his portable Taj Mahal (a huge tarp shelter) with him so we could all keep out of the elements. Sam and I fetched some wood while Dave cranked up the fire and, after a quick inspection of the recently repaired hut, we settled in for the evening. We were all so wrapped with the unexpected snowfall that it was hard to wipe the smiles from our faces.

By Sunday morning, everything was thoroughly snow-covered. It made for slow progress as we packed up camp with cold-to-numb fingers and low-laying fog. We made the return journey to the peak of Mount Wellington just as the morning cleared. With blue skies above, the views really opened up and we stared in awe at the various plateaus and vistas below.



We stopped in at Horseyard Hut / Flat just in time for lunch and then we made our



way further east towards Billy Goat's Bluff. The traffic along the track was quite heavy at times and, for some reason, most of it was on-coming. We eventually made our way northward until we reached the helipad / lookout but the congestion up there was such that we continued on our way.

After heading in a south-easterly direction towards the township of Dargo, we came across a track that we felt that



we just had to tackle – McGuire's Track. The only problem was, we still hadn't settled on a campsite yet so we decided to get that out of the way first and then head back before sunset. We made our way down to the Collin's Hut campgrounds, lightened the load on the Navara (it was carrying a substantial amount of leftover firewood from the night before) and returned to McGuire's. Sam went first and showed us how it was done. Dave went next and was wrapt to put his new front locker to use. I followed up the rear and the next thing we knew, all three of us had conquered the track first time 'round. With grins spanning ear to ear, we made our way back

down again.

After a short drive down to where Collins Hut is located, we made our way back to our campsite. With warmer and dryer conditions compared to the previous night, our group livened up a bit along with the evening activities.

Monday morning was a relaxing start as we cooked up a big 'group' breakfast. We packed up camp for the final time then headed in the direction of home. We got a reasonable way down the road before we encountered a road blitz by the local constabulary. Being the good citizens that we are, we were happy to oblige before continuing on our way.

Many thanks to Sam for organising the trip, Dave for leading the way back home and to the kids for keeping us all entertained throughout the weekend.

Steve Pitcher

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 expected from the Executive Committee positions.

Presidents Duties

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 manor

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 manor

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

Immediate Past President

This is an office bearers position and requires the incumbent to attend all General Meetings and occasional other meetings.

The incumbent in this position, as it is not an elected position, does not hold any portfolios.

The incumbent is to be a source of historical advice and information to the newly elected Executive Committee.

The position has full voting rights similar to those of the elected Committee members.

Vice President

The Vice Presidents role is a voted Committee position and it is the Vice Presidents 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

Secretary's Duties

Collect the club mail from the club PO Box (778) at Dandenong Plaza Shopping Centre prior to the General Meeting.

Attend the General Meeting at Dandenong Library Meeting Room 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 and Laminate membership cards for current year ensuring that they are signed (MemberCard06-07.doc may be used as a template)

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's Duties

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 coordinators role is a voted Committee position and it is the Trip Coordinators 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 Coordinators 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 Duties

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 – 2016/2017

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

Nomination for Election to the Committee of Management – 2016/2017

I.....Signed :

Nominatefor 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