

### ***Girls Ride Out Committee positions***

<b>Elected Positions</b>	
President	The role of the President is to provide the principal leadership and responsibility for the organisation and the Committee. Chair monthly meetings and provide report at meetings.
Vice President	The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.
Secretary	Manage Minutes of Committee meetings, including recording the Minutes, and ensuring minutes are distributed to members shortly after each meeting and no later than 14 days. Development of the agenda in consultation with other Committee members and distribution prior to the meeting.
Treasurer	The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members. Submits Financial Report to Dept of Fair Trading.
<b>Appointed Positions</b>	
Membership Coordinator	Maintain membership database. Encourage new memberships and renewing of existing memberships. Ensure all financial members received current keyring and membership packages. Provide monthly reports at meetings. Email information to members on monthly rides and AGM notice.
Merchandise Coordinator	Maintain merchandise stock. Provide monthly reports at meetings. Liaise with other committee members in regards to stock issues. Assist with online merchandise sales and stalls.
Ride Coordinator	Ensure ride routes are up to date. Attend and lead monthly rides. Organise an alternate leader in advance if unable to attend ride.
Northern Stars Coordinator	Ensure ride routes for Newcastle region are up to date. Attend monthly rides. Provide monthly reports at meetings.
Central Coast Coordinator	Ensure ride routes for Central Coast region are up to date. Attend monthly rides. Provide monthly reports at meetings.

Website Coordinator	Ensure website information is up to date.
Public Officer	Act as the point of contact for consumer affairs and insurance. Notify the relevant authorities of changes to the Association's registered details if required.
Communications Coordinator	Answers all emails and phone calls. Monitor Facebook groups for member questions and general activity.
Motorcycle Council (MCC) Delegates	Attend MCC meetings and provide report at monthly GRO meetings.
Publicity and Special Events	All committee members help with this.