

Terms of reference for Technical Officer

- A management committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> a) Holds full club membership and be current. b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility. c) Possesses authoritative technical knowledge on G4 vehicle specification with regards to parts and accessories. Seen as one of the G4 technical gurus within the membership. d) Ability to be available/present at most major shows/events to discuss technical matters with members and the public. e) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.
2.	Authority of role	<ul style="list-style-type: none"> f) Authority on all technical queries from members and non-members and responds as such with information requested. g) Authority on technical matters and discussions when representing a club view point, however achieves this by liaising with more technical club members to reach agreement on vehicle/sticker configuration. h) Has a vote on all committee decisions when put to the ballot.
3.	Governance of role	<ul style="list-style-type: none"> i) Maintains a MS Word document titled 'G4OC #11 Vehicle Specification.doc' of G4 parts and accessories, containing vehicle type, year, parts/accessories fitted, original supplier, current supplier (if any), price, contact details of supplier. This will be available only to committee members and is not for general distribution. j) Maintains a MS Word document titled 'G4OC #12 Vehicle Database.doc' of the G4 vehicles database obtained originally from Land Rover, extends this database to contain new owner, modifications made. This will allow the club to keep a trace of the vehicle as time goes on. k) Forms the single point of club contact for vehicle validation enquiries from members and non-members, liaises with LR Liaison Officer when necessary to obtain more details. l) Issues Vehicle Authenticity Certificate to members; maintains template in MS word or publisher. m) Monitors the forum for technical discussions and contributes where needed. As a committee member supports such discussions positively and brings any conflict to resolution. n) Responds to technical queries from the membership and the public within 7 days, unless arranged differently with a member of the executive committee. o) Attends major club Event/Show and provides information to the public on technical matters. Must inform an executive committee member if Event/Show cannot be attended such that the role can be given to another member. p) Ensures prior approval from club Treasurer before any financial commitments are made. q) Reports any issues arising for day-to-day matters to an executive committee member as soon as possible, by phone or email. r) Any non-conformance to the Terms of Reference will be assessed by the executive committee for the proper functioning of the club and taken to the full committee with appropriate recommendation.

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Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

Acceptance of Committee position

Name:

Date:

Signature: