



TR Register

For all TR enthusiasts past, present & future

TR Register Management Team Job Descriptions

Chairman (Director without portfolio)

- Chair management team meetings, including setting agendas
- Sets agenda and controls discussions in club meetings
- Makes decisions in consultation with other directors and club officers
- Executive role as the principal director throughout the year.
- Oversee forward planning
- Coordinate the delegation of tasks
- Conciliator between 2 parties trying to resolve a disagreement.
- Point of reference for external agencies in conjunction with the office manager.
- Ensures all club teams meet regularly.

Vice Chairman (Director without portfolio)

- Assist the Chairman in ensuring that the agreed tasks and functions of the management team are carried out.
- Deputise for the Chairman if unavailable at management team meetings ensuring that the decisions made are in line with the aims and objectives of the TR Register.
- Support the Chairman in, taking over some of the Chairman's workload when necessary or when asked to.
- Assist the Chairman in establishing and maintaining harmonious relationships with management team members and the office staff, contractors and encourage effective communications between management and members.
- Ensure that the management team maintains its emphasis on policy matters and that the authority delegated to any standing teams or staff is properly observed.

Treasurer - Financial Director

- Ideally financially qualified
- Computer literate.
- Prepare and set budgets in conjunction with the office manager for Management team approval
- Preparation of income and expenditure accounts and cash flow forecasts in conjunction with the office manager for management team approval.
- Formulates/sets budgets
- Control costs in conjunction with the office manager.
- Oversees club accounts
- Makes recommendations to appoint auditors if necessary

International Director

- Coordination between TR Register and overseas car clubs / overseas clubs and the TR Register.
- Represent the TR Register at the annual Overseas Coordinators Meeting.
- Point of contact for Overseas people/clubs visiting the UK.
- Point of contact for overseas members requiring assistance.
- Point of contact for members travelling overseas requiring assistance.
- Undertake tasks that the management team delegates responsibility to and for.

Area Directors

- Relay appropriate information from the directors to the group leaders and vice versa
- Ensure information is cascaded from group leaders to members and vice versa.
- Support and encourage Group leaders in delivering activities, share ideas between groups and facilitate intergroup activities.
- Encourage participation in national and international events
- Monitor group compliance with the TR Register rules and guidelines. Check financial stability.
- Attend Group Leaders Annual meeting
- Loss of group leader advice and assistance
- Live in and attend events in the area they represent.

Youth Director

- Manage the Youth Group Facebook page
- Work with management team on young member recruitment initiatives
- Develop, organize, promote young member's events.
- Promote wide club events for the younger member and organise the Youth group presence at such events.
- Present young members views to the management team
- Write regular articles and reports for TR Action and the wider classic car media on Youth Group activities within the TR Register.