

POSITION DESCRIPTION



Role Title

Mudbash Events Manager

ROLE REPORTING INFORMATION

Positions Reporting to this role

Clerk of Course, Events Secretary, Events Assistants

This Role Reports to Executive Reporting

Mudbash Vice Chairman
Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Events Manager shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Working with the event Clerk of Course & Events assistants, design all motorsport tracks/activities for the event.
- Working with the Activities manager, ensure the *Mudbash Young Drivers Program & Motorsport Passenger Ride Day Activity* run effectively on Open Day.
- Attend RSM meetings as required.
- Prepare event and further event regulations for presentation, review and approval by *Rover Scout Motorsport (RSM) & Confederation of Australian Motorsport (CAMS)*.
- Source equipment and materials required to run designed tracks/activities.
- Working with the Sites and Services Manager & Vice Chairman, determine required track maintenance.
- Attend monthly committee meetings.
- Prepare monthly reports detailing the work done by the Events department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Attend monthly committee meetings.
- Draft a budget for all event expenses, liaising with the treasurer to ensure that expenses are within budget.
- Provide event specific quotes & invoices to the treasurer.
- Spend within the agreed department budget, except where approved by the Chairman.
- Working with the events secretary, create a race schedule for the event.
- Draft a roster for the events team, allocating event assistants appropriately to run tracks over the weekend.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

Last Updated: 7 July 2017

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- Working with their team, set up & run all motorsport activities at Mudbash, ensuring the events are running efficiency.
- Run 3 daily briefings for;
 - Competitors
 - Marshalls
 - Officials
- Working with the event secretary, design and produce track time and scoring sheets, ensuring they are distributed to all tracks as required.
- Design and produce event trophies and awards for competitors.
- Working with the Clerk of Course, resolve any disputes which may arise regarding the application of relevant rules and regulations and appeals from competing Crews in respect to any motorsport issue.
- Working with the Chairman, prepare and present awards to competitors.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Pack up all event tracks, ensuring all equipment is returned, unused materials stored for future use & the tracks are restored to their pre-event state or better.
- Working with the Clerk of Course, investigate all protests received, appropriately reporting the outcomes to RSM and CAMS.
- Resolve any disputes which may arise regarding the application of relevant rules and regulations and appeals from competing Crews in respect to any motorsport issue.
- Working with the Events secretary, release provisional & final event results, ensuring its accuracy.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the work done which is relevant to their duties.

The Events Manager has the right to make decisions about motorsport as circumstances dictate, however these decisions should be notified to the event Clerk of Course, committee and ratified at the first opportunity.

DESIRED SKILLS

- Motorsport knowledge
- Leadership
- Conflict Resolution
- Problem Solving
- Interpersonal and relationship building skills
- Communication
- Time Management
- Attention to Detail
- Deadline Management
- Able to work as part of a team to accomplish tasks.

POSITION DESCRIPTION



- Occupational Health and Safety risk mitigation & reporting
- Delegation

Feedback

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Comments	