



MORGAN OWNERS' CLUB OF AUSTRALIA INCORPORATED

COMMITTEE POSITION DESCRIPTIONS

September 2025

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1 MOCA POSITION DESCRIPTIONS

1.1 President

Leadership:

- (1) Ensure Committee members understand their jobs and encourage them to perform their roles to the best of their abilities,
- (2) When needed or requested advise and / or assist Committee members in the performance of their roles, and
- (3) Maintain and encourage communication within MOCA between members and the Committee.

Management:

- (1) Chairperson for General Meetings, Annual General Meeting and Committee Meetings,
- (2) Host NSW annual awards dinner and other organised events,
- (3) Encourage membership in MOCA at events, through contacts made to the President's office via MOCA's website or through other methods of communication,
- (4) Facilitate communications and interaction between MOCA and regional Morgan groups such as VicMog and MOQ,
- (5) Be spokesperson for MOCA when approached by the media, club representatives or via request from state and federal elected representatives or bureaucrats,
- (6) Spokesperson for MOCA with other Morgan clubs and Morgan owners worldwide,
- (7) Prepare a monthly report for publication, and
- (8) Visit State VPs and members throughout Australia when opportunities arise.

1.2 Deputy President

The role of the Vice President is to

- (1) Chair meetings in the absence of the President,
- (2) Act for the President at other times if needed,
- (3) Promote MOCA and always seek new members,
- (4) Provide an annual report for publication,
- (5) Co-ordinate Christmas in July event and Annual Dinner in association with the Club Captain NSW. NSW based events would re-allocated if the role is based in another State.
- (6) Assist other committee members and delegates as required.

1.3 Secretary/Public Officer

The Secretary will be appointed as the official Secretary and Public Officer for MOCA unless living outside of NSW.

The role involves:

- (1) preparing agendas for Committee meetings, General Meetings and the AGM in consultation with the President,
- (2) advising the Committee members of details of forthcoming Committee meetings,
- (3) preparing minutes of Committee meetings, General Meetings and the Annual General Meeting,
- (4) providing the President with a copy of the draft minutes of the General meetings and the Annual General Meeting prior to their publication on the MOCA website,
- (5) providing copies of the minutes of the General Meetings and the AGM to the Webmaster for publication on the MOCA website,
- (6) ensuring MOCA meets its obligations under the Incorporated Associations Act and Regulation. This includes updating MOCA details and lodging the annual financial return and documents related to changes to the Constitution,

The Secretary's contact details will be included on MOCA's website for general enquiries from members and/or other interested parties.

The Secretary's contact details will also be included in Miscellany as the official MOCA contact.

1.4 Treasurer

The role of the Treasurer is to manage the financial affairs of MOCA through:

- (1) Preparing an annual budget for review and approval by the Committee,
- (2) Making payment for, or reimbursement of, legitimate expenses incurred,
- (3) Recording income received and expenses paid,
- (4) Prepare invoices and follow up any outstanding payments for advertising in The Morgan Ear or MOCA website.
- (5) Reconciling bank and investment statements,
- (6) Reporting on the balances, payments and other financial matters to the Committee and in The Morgan Ear,
- (7) Working with the President, Club Captain, Vice Presidents and Editor to manage the major costs in running MOCA activities, and
- (8) Preparing the annual financial statement, presenting it to the Annual General Meeting for approval and providing the approved document to the Secretary to submit it to Fair Trading NSW as required under the Incorporated Associations Act and Regulation.

1.5 Membership Secretary

The role of the Membership Secretary is to maintain the membership database of MOCA (including statistical information) through:

- (1) processing new member applications,
- (2) recording change of member details – eg address, membership status etc,
- (3) processing membership renewals,
- (4) processing The Morgan Ear subscription requests,
- (5) maintenance of MOCA member database, and
- (6) working with the Webmaster to resolve issues relating to the interface with the Membership Events and Store System, and
- (7) The Membership Secretary may also be required to produce addressed envelopes (or labels) for the posting of The Morgan Ear or any other individual correspondence to members.
- (8) Follow up lapsed membership renewals and encourage membership renewal.
- (9) Try to determine reasons for non-renewal and report reasons to Committee.

1.6 Editor

The role of Editor is to prepare and publish The Morgan Ear by:

- (1) Collating reports and photos from MOCA runs, display days, social events,
- (2) Collating articles on Morgan related activities by MOCA members and other Morgan enthusiasts,
- (3) Preparing advertising copy for suppliers and members wishing to place adverts in The Morgan Ear,
- (4) Preparing, publishing and distributing The Morgan Ear,
- (5) Liaising with editors of other Morgan clubs throughout the world to source articles of interest to members, and
- (6) Working with the Treasurer on preparation of the budget and on managing and monitoring the costs of preparation, printing and posting the Morgan Ear.

1.7 Webmaster

The Webmaster is responsible for MOCA's public presence online. Specifically, the Webmaster will:

- (1) Maintain and develop the MOCA website with relevant content e.g. news, events, partner benefits and club documents,
- (2) Manage, maintain and improve the MOCA website, keeping it as technically up to date as possible,

- (3) Add information as requested by the Committee in a timely manner,
- (4) Encourage MOCA members to contribute trip photographs, personal stories and technical articles for publication on the website,
- (5) Liaise with the MOCA Editor to ensure The Morgan Ear and the website are complimentary to each other,
- (6) Work with hosting providers to ensure any technical issues are resolved as quickly as possible,
- (7) Work with the Membership Secretary and Registrar to resolve issues relating to the interface with the Membership Events and Store System,
- (8) Maintain a Marketplace page and place advertisements online, including paid advertisements from non-members. Liaise with Treasurer regarding payments, and
- (9) Liaise with the software suppliers to implement any new functionality to enhance the website.

1.8 Club Captain NSW

The role of the Club Captain NSW is to organise or coordinate MOCA runs and other events that will engage and retain existing members and attract new members. This could be done by:

- (1) Planning a programme of MOCA runs and events each year,
- (2) Promoting MOCA runs and other events to members,
- (3) Running or directing MOCA runs and other events to engage members, with active assistance from other members as required,
- (4) Keeping a register of attendees at all MOCA events,
- (5) Preparing a report and the events calendar for publication each month,
- (6) Facilitating the collection of information required to determine the winners of any Annual Awards as directed by the Committee each year, and
- (7) Liaising with the Treasurer on budget and actual costs to subsidise MOCA social events and preparation of awards.
- (8) Coordinate Holiday run planning and organisation.

1.9 Club Captains Interstate (draft)

The role of the interstate Club Captains lead and represent MOCA within the State.

- (1) Representing the interests and views of the interstate members at the committee.
- (2) Planning a programme of MOCA runs and events each year,
- (3) Promoting MOCA runs and other events to members,

- (4) Running or directing MOCA runs and other events to engage members, with active assistance from other members as required,
- (5) Keeping a register of attendees at all MOCA events,
- (6) Preparing a report and the events calendar for publication each month,
- (7) Liaising with the Treasurer on budget and actual costs to subsidise MOCA social events and preparation of awards.

1.10 Conditional Registration Inspector NSW

- (1) Document the steps for members to join the scheme
- (2) Document the steps for members to renew their registration each year
- (3) Administer the schemes in accordance with the requirements
 - (a) For vehicles joining the HVS: Inspect or arrange inspection of vehicles for eligibility, and check and process member applications.
 - (b) For vehicles joining the CVS, check and process member applications.
 - (c) For HVS registration renewal, check and process member applications and arrange eligibility checks from time to time
 - (d) For CVS registration renewal, check and process member applications.
 - (e) Maintain the register of owners, vehicle details, vehicle photos, eligibility inspections and renewal details and dates.

1.11 Conditional Registration Inspector SA

- (1) Document the steps for members to join the scheme
- (2) Document the steps for members when renewing their registration each year
- (3) Administer the schemes in accordance with the requirements
 - (a) Issue and sign logbooks each year.
 - (b) Inspect vehicles every 3 years.
 - (c) Maintain the register of owners, vehicle details, vehicle photos, eligibility inspections and renewal details and dates.

1.12 Concessional Registration Inspector WA

- (1) Document the steps for members to join the scheme
- (2) Administer the schemes in accordance with the requirements
 - (a) Inspect vehicles applying to join the schemes for compliance
 - (b) Check and process member applications,
 - (c) Maintain the register of owners and vehicle details,
 - (d) Maintain the register of events and participants driving vehicles which are on the schemes,
 - (e) Record any impromptu events involving one or more vehicles in the official 'Run Log',
 - (f) For Historic vehicles, record any justifiable road testing or maintenance trips of more than 30km in the official 'Run Log' and provide a letter of approval from MOCA to be carried in the vehicle for the duration of the journey,
 - (g) Advise DoT if members on the schemes become non-financial.

1.13 Regalia Secretary

The role of Regalia Secretary is to source suitable items of regalia that reflect the standard of the marque and MOCA and manage the process of selling the goods.

1.14 Registrar

The role of the Registrar is to:

- (1) Maintain and update the record of Morgan motor cars of MOCA members. This also includes retaining and updating, as far as practicable, details of cars even once the member had relinquished membership of MOCA,
- (2) Assist members to obtain information and details recorded about their Morgan cars,
- (3) Assist, generally, potential new members, upon inquiry, and after permission obtained from current owners, if appropriate and possible, details about Morgan motor cars recorded in the MOCA records held by the MOCA Registrar, and
- (4) Inform members generally, if appropriate information is available, the current status of Morgan cars available for sale in Australia.

1.15 Member, Event and Store System Administrator

- (1) Support, maintain and troubleshoot the system,
- (2) Administer access to the system,
- (3) Ensure that the system is backed up each fortnight, and
- (4) Work with Membership Secretary, Club Captain and Webmaster on changes and improvements to the system