

# GUIDELINES FOR CLUB COMMITTEE HAND-OVER & HOW TO DOWNLOAD MINUTES & MAGAZINES

**These details should be kept with your Club Secretary or Public Officer and handed to the new Committee following your AGM or at a time immediately following any committee changes.**

The Committee of the CMC has identified some issues around club contact details, which are stored on our database, as being incorrect. This means some emails aren't getting to some of our clubs.

If you aren't getting emails from us it's possible that your details are incorrect OR your computer is treating our emails as SPAM. To overcome this, you need to check your **Junk Mail Folder** and if you find an email in there from us, you will need to **right-click on the message**, then click on **Junk Email** and select **Add Sender to Safe Senders List**, this should overcome the SPAM issue.

We are aware that at the time of the CMC Affiliation Renewal each year (31st December), your Club's details may well be correct. However, your contact details and/or the details of your Executive Committee may change during the year for various reasons.

In order to assist your Club with handover to a new Committee, or Public Officer we offer a few suggestions below.

We sincerely hope that your kind assistance with this issue will alleviate some of the discrepancies which appear each year in our records and will allow us to keep you informed of important issues in a timely manner.

In order that RMS records for your Club are kept up to date, the Council suggests that the details regarding any Executive Committee changes should also be advised to the Roads & Maritime Service as soon as possible. This service has been relocated from Grafton. Please call the RMS or visit their website for details. This is especially important if your Club has vehicles on HVS and CVS. Failure to inform them may result in an application for registration being refused. You must also advise NSW Fair Trading (**13 32 20**) of your Public Officer and/or address changes.

**Note: Affiliation Renewals are due on 31st December each year – if your Club has vehicles on CVS and you are not financial with CMC at 31<sup>st</sup> December each year, those CVS vehicles will be considered to be UNREGISTERED.**

As soon as possible following any changes, we would ask that you notify changes of the following to the CMC at [cmc.nsw.finance@gmail.com](mailto:cmc.nsw.finance@gmail.com)

## Executive Committee:

President  
Vice  
President/Treasurer  
Secretary / Public  
Officer HCRS

## Contact Details:

First point of contact i.e. one email address only, or postal address. Website address (if you have one).  
Email & phone contacts only, for one or two delegates who will attend CMC General Meetings.

## **HOW TO DOWNLOAD MINUTES FROM THE WEBSITE**

Please note the minutes are not usually on the website until 14 days following a General Meeting.

### **Instructions on how to download minutes from the website are as follows:**

Go to the Website: at [www.councilofmotorclubs.org.au](http://www.councilofmotorclubs.org.au)

Select: "**Document Centre**" then "**Minutes**"

## **HOW TO DOWNLOAD THE MAGAZINE FROM THE WEBSITE**

Go to the Website: at [www.councilofmotorclubs.org.au](http://www.councilofmotorclubs.org.au)

On the front page you will see **The Preserve - click here >>>>>**

This will open the magazine and you can read it on line or save it to your computer.

If you have any problems with these procedures please contact the Secretary, Karen Symington, at [cmc.nsw.sec@gmail.com](mailto:cmc.nsw.sec@gmail.com)