



CLUB OFFICIALS NOTIFICATION FORM

Each year, immediately following a club's Annual General Meeting, the Club Secretary is required to notify Midland Zone of the officials that have been elected and appointed.¹ This is required even if the same person is returned to office. Should a casual vacancy be filled during the year, notification of the changes should be notified on this form

Club Details:

Date:

Club Name:				AGM month:
Day of month Rally held:	1 st Sunday <input type="checkbox"/>	2 nd Sunday <input type="checkbox"/>	3 rd Sunday <input type="checkbox"/>	4 th Sunday <input type="checkbox"/>
Address of Club Grounds:				

Club Contact:

Club Email:	
Postal Address:	

Office Bearers:

PRESIDENT		Permission to release details:*		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name:		Surname:			
Phone:		Email:			
VICE PRESIDENT		Permission to release details:*		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name:		Surname:			
Phone:		Email:			
SECRETARY/PUBLIC OFFICER		Permission to release details:*		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name:		Surname:			
Phone:		Email:			
TREASURER		Permission to release details:*		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name:		Surname:			
Phone:		Email:			

It is advised that all club executive & DC have JUSTGO administration access

All club executive MUST be updated ANNUALLY on JustGo, even if they remain in the same role.

If your club requires assistance with this, please contact any of the MZ executive.



Other Club Officials

PCV – Handbook of By Laws 2021. 6.10 Appointment of DC

6.10.a At the first meeting after its AGM, the club's committee appoints the DC, pending final approval by the zone representative and ratification by the zone executive, in accordance with rule 6.9.a.iii.

6.10.d On appointment, the DC automatically becomes a member of the club committee and remains in office, if ratified by the zone, until a new DC is appointed.

6.10.e The club must appoint an assistant DC to perform the DC's duties, except for signing of grading on the club member card, if the DC is i. absent or taking part in a mounted rally in which case the DC must also be an adult riding member of the club.

6.10.f The term of office of a DC is one year. The DC may be reappointed.

6.10.g The committee may rescind the appointment of the DC and reappoint another at any time by resolution of the club committee.

6.10.h The club secretary must update their club records in the association database each year and advise the zone secretary and zone representative, even if the same person has been reappointed.

DISTRICT COMMISSIONER: Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
ASSISTANT DC: Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
ZONE DELEGATE 1: Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
ZONE DELEGATE 2: Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	
STATE DELEGATE: Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/> # Currently defaulted to club president, but can be nominated to other committee position. This role may vote on behalf of their club on state matters under the new governance model.			
Name:		Surname:	
Phone:		Email:	

CERTIFICATE COORDINATOR: Permission to release details:* YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name:		Surname:	
Phone:		Email:	

*Midland Zone collects this information for use and assistance in managing the affairs of the Zone. The primary purpose for collecting such information is to ensure Zone can communicate quickly with club officials and to ensure members operate within the PCAV rules, directives of the state council and the Victorian Associations Incorporations Act (1981). Subject to the provisions of the Privacy Act 1988, you may have access to, correct and update the personal information we collect about you.

**Following your Club AGM, send this updated form to Midland Zone Secretary
midland-zone@live.com.au**