



The NZHRA Secretary

A handbook to assist Club Secretaries, in their role within their Club,
and in their interactions with NZHRA.

2015/2016

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Contact Information

Your Club name is: _____

Your Zone is: _____

Your Zone Director is: _____

ZD's email address is: _____

ZD's mobile number is: _____

Office email is: **nzhra@hotrod.org.nz**

Office phone is: **07-575 7606**

NZHRA Website is: **www.hotrod.org.nz**

You might like to make some notes here:

Your Club President: _____

President's email: _____

President's phone: _____

Your Club Treasurer: _____

Treasurer's email: _____

Treasurer's phone: _____

Sanctioning an Event

Sanctioning an event will mean that:

- you are covered under NZHRA's public liability insurance;
- you have use of NZHRA's name and logo, which should afford some credibility;
- you have preference for that date, should there be any clashes in your Zone;
- it enables Fender Exemption holders to have their log books signed at the event.

Your Zone Director will be your first contact for Sanctioning an event. The Zone Director has the Sanctioning forms and can talk you through which fee might be applicable for your particular event. He/she will also be keeping a diary of events in the Zone, so will be able to help ensure that there are no clashes.

The Sanctioning Fee Schedule is downloadable from the Events page on the NZHRA website.

Don't want to sanction but still want to be listed on the Events page? That's fine too, but the office will need the written go ahead from your Zone Director (email is fine).



Your entry on the NZHRA's Events page can include up to two downloadable documents (entry form/flyer/itinerary etc.). Please just email these documents to the office.

Fender Exemption Process

Initial - You may be approached by Members who are enquiring about obtaining a new Fender Exemption. There is quite a bit of information on the NZHRA website about this, but essentially, the following applies:

- the applicant must have been affiliated to NZHRA for at least the 12 months prior to application;
- the fee is \$45;
- the vehicle must be checked by a 1D certifier, who will have the appropriate form. A list of these certifiers is available on the NZHRA website;
- the applicant's Club must send a letter to the NZHRA office, supporting the application;
- the applicant must be the registered owner of the vehicle.

All of the above is required, even if the vehicle has held a Fender Exemption in the past with a different owner.

Please note: if the vehicle already has a Cert Plate, it will be very helpful if this is mentioned on the application, even though it is not requested within the form.

Your letter of support should be written on Club letterhead; mention the applicant's name; that the Club is happy to support their efforts to obtain a Fender Exemption; that they are of good character etc.; be signed by at least two elected Committee members; and can be sent to the NZHRA office at any stage, either with the application or directly from the Club.

Renewal - Fender Exemptions always expire on 31st August, which may affect an applicant's decision about when they apply for their initial exemption.

At renewal time the applicant must provide:

- log book with at least two entries;
- fee of \$25;
- a completed Fender Exemption Renewal form.

Renewal forms are sent from the NZHRA office in mid-June, but are also downloadable from the NZHRA website.

All of the above should be sent to your Zone Director.

(note: this is the applicant's responsibility - not the Secretary's)

Fender Exemptions for the new year will be posted from the NZHRA office directly to exemption holders, in August.

Updating your NZHRA Webpage

All Clubs have an individual page available to them on the NZHRA website, under "Clubs and Members". It would pay to check your page every so often to ensure everything is up to date, but particularly if you have a change in venue, meeting times, fees and/or contact person.

If you have a hall for hire, for instance, you might like to mention this on your webpage.

You might also like some photos added or removed, and if so please send them attached to an email to the NZHRA office.

Correspondence

Managing correspondence is really the main role of the Secretary. There has to be someone who sends and receives mail, and then reports back to the Committee about it, and that person is usually the Secretary.

The easiest way to ensure you don't miss any comings and goings, is to have an Inwards Correspondence and Outward Correspondence schedule, to record all written traffic, including emails. These are basically just lists, with relevant information like:

- who the letters were to or from;
- what date they were received or sent;
- what the letters were about.

These schedules may seem unnecessary, but you might be surprised at how much easier it will be to report back to your Committee, and to keep a track of historic correspondence, if these details are all in the one place.

Writing Agendas and Minutes

Agenda - Ideally, an agenda should be created prior to any Club meeting, and distributed to your committee/members around two weeks before the meeting.

You might like to start the process a month or so out, and contact interested parties to ascertain whether they would like anything added to the agenda. If items are added after your two week cut off date, they can always be added to General Business at the end of the meeting.

You may also need to send relevant documents with the final agenda, giving people enough time to research the subject.

There are several templates for both agendas and minutes available online, or even within MS Word and other word processing software. But, essentially, you'll need to include:

- When the meeting is to be held.
- Where the meeting is to be held.
- Who is likely to be there (including any invited guests).
- What is likely to be discussed.

If you would like more assistance with this, please contact the NZHRA office, and we'll be very happy to help.



Minutes - Minutes can be created directly from your agenda document, because everything is already in the correct order. They should be as detailed as possible, and include:

- When the meeting was opened, and closed.
- Who was present.
- Who sent apologies.
- What was discussed, and whether any decisions were made.
- Who moved and seconded any motions, and the broad results of any votes.

Usually, it is the President's role to ensure the meeting sticks to the agenda and/or any timeframes you may have set.

Again, two weeks is a good time frame to aim for, for finalising the minutes and making them available to all members, whether they attended or not.

Again, if you would like further assistance with minutes, we will be happy to help.

Re-Affiliation Process

Affiliation to NZHRA is renewable annually, and lasts from 1st July until 30th June. You may find that it is easiest to have your Club's AGM just prior to 1st July, so that you can ascertain who will be requiring re-affiliation for the new year.

The NZHRA office will send all relevant documents out in late April, which should give you plenty of time to get in touch with everyone before that 1st July start date.

Those documents will include:

Re-Affiliation Invoice: this will be dated 1st July, and is based on the amount of members who affiliated from your Club in the previous year. Please note that if you have any credits (overpayments) left from that year, they will be listed and deducted from this invoice. This invoice is due as soon as possible after 1st July, but you can pay early if you wish.

Members List: This is your list from the previous year, to assist in your process. Please check that all contact details etc. are correct, and then you can use this list to tick off who is re-affiliating before sending back to the NZHRA office along with payment.

Member Detail Form: This is for any members who are not already on the members list, or for use throughout the year for any late joiners.

Information Release Form: This is required to be completed, signed and returned by 31st August, but earlier if you can. It is fairly self-explanatory, but just allows us to use your Club details in the NZHRA's daily interactions.

Please note: We do not share your personal contact details with sponsors, businesses or magazines. If other members want your personal details we ask your permission first or give you their details, so you can make contact if you wish.

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Club Committee Update Form: This is also required completed, signed and back to the NZHRA office by 31st August, and is just to ensure that we have the correct contact details for your Club.

All of the above are sent out by post, as a matter of course. If you would like any in electronic form at any stage, please contact the NZHRA office.

Companies Office

Your Club is an Incorporated Society, and so has some obligations under the Incorporated Societies Act 1908.

The main obligation, to ensure your society remains incorporated, is to upload your financial statements annually, by the end of the month following your AGM. If you fail to achieve this, you will be sent reminders from the Companies Office. If you fail to heed the reminders, your society may be struck off the register. There are quite large fees involved in restoring a society, so you would be best to make this a priority. The easiest way might be to diarise following up with your Treasurer to ensure the financial statements will be ready. It is also another good reason to make your official Club address a P O Box - this way if there is a change of Secretaries, the key to the P O Box can be handed over to the incoming Secretary.

Another important obligation is to notify the Companies Office of any change to your rules and/or Club name etc. Their website is relatively easy to understand, so for more information, please visit: www.societies.govt.nz.

Club Constitution and Rules

As Secretary, it would be a good idea to become familiar with your Club's constitution and rules. If these documents have become lost over the years, you should be able to access them via the incorporated societies website.

Running a National Event

Running a National event may seem like a huge undertaking, and you may think it is too much work, but we are here to help. The NZHRA Executive have created step-by-step guidelines on how to run a Street Rod Nationals as well as a National Show, and are also always on hand for advice and support.

There are many advantages to taking this plunge, and it will be made that much easier by accepting the knowledge of those who have done so in the past.

Your first step is to raise the idea with your Zone Director.

Need more help?

Please do not hesitate to contact your Zone Director or the NZHRA office with any queries, or for more assistance. We understand that the Secretary's role can become a demanding one, and the office staff are very happy to help you with it - that's our job. If we don't know the answer, we'll find it and get back to you.

Please note: this handbook is meant as a guideline only. For more detailed information on any subject, please consult the NZHRA Rulebook or website, or speak to your Zone Director or NZHRA office staff.

