

19 February 2021

The Secretary
Karting (New South Wales) Inc
Sports House, Level 2, Quad 1
8 Parkview Drive
Sydney Olympic Park NSW 2127
(02) 4731 5000 admin@kartingnsw.com.au

EXPRESSIONS OF INTEREST

Karting (New South Wales) Inc. seeks Expressions of Interest from interested parties to join the CMS Committee.

The CMS Committee is chaired by the Director of Administration and reports to the Board of Karting NSW.

Responsibilities include:

- Working collaboratively to improve the Licence, Membership and Race Entry system used by Karting NSW.
- Identifying gaps in the current system 'MyKartingPortal' and working with the software developer to implement improvements.
- Developing a plan to improve the system used by Karting NSW.
- Reviewing the Statement of Work to ensure the software provider is delivering in accordance with their contract.
- Identifying risks in relation to the Licence, Membership and Race Entry system and providing recommended risk treatments to the Board.
- Developing a Committee Charter specifying the committee's mission, authority, responsibilities, frequency of meetings, requirements for minutes, and how information is reported to the board.

Meeting Frequency: Commencing March 2021, the CMS Committee will initially meet monthly via Teleconference. The meeting frequency may increase or decrease on an as-needs basis. It is envisaged the CMS Committee will use online collaboration tools between meetings to achieve the outcomes specified in the *to be developed* Committee Charter.

This is a voluntary role for persons wishing to make a difference and improve the Licence, Membership and Race Entry system used by Karting NSW. It is not necessary to be a club member or be involved in Karting to join the CMS Committee.

Expressions of Interest can be emailed to admin@kartingnsw.com.au. Expressions of Interest close midday Friday 26 February 2020.

Regards

Ben Aylen

Director of Administration

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