

Position Description

Position: Driver Trainer
Date: June 2015

Appointed by: President and 4wd Qld Training (after confirmation that experience, qualifications and continuing professional development meets Registered Training Organisation requirements)

Responsibilities:

- Support Driver Training Co-ordinator to provide basic and accredited basic training to all club members as required and in accordance with 4wd Qld Training policies and procedures including the Campus Club Memorandum of Understanding.

Reporting:

- Reports to Management Committee quarterly.

Financial Authority:

- As ratified by the Management Committee upon presentation of a proposal.
- Receive course fees for training courses

NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

Records:

- Training Records to be provided to 4wd Qld Training as required.
- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.