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National Vintage Tractor and Engine Club (1967) Ltd

Bylaws, Policies & Procedures

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Registered in England and Wales No 16434504

Revision History

Date	Description of Revision	Revision Issue
7 th June 2025	Approved for release to members. Now Revision 0	0
23 rd May 2025	Policies & Procedures Para 3a amended to include awning and table top displays of other collectables	4 Dfc
20 th May 2025	Page footers removed, information added to cover page Company registration number added to footer. Member Bylaws Para 4 added; remaining paras renumbered Group Bylaws Para 5 renumbered as Para 9, new Para 5 added, Para 6 revised, Policies and Procedures, Membership, Paras 2a, 2c & 2f amended Para 6 Sponsorship deleted; remaining paras renumbered Para 10e deleted.	3 DfC
27 th April 2025	Co-ordinator replaced with Officer for the Sales, Safety, Insurance and Registrations Officers	2 DfC
24 th April 2025	1 st Draft for Comment	1 DfC

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Forward

These Bylaws, Policies and Procedures describe the procedures for the day to day running of the Company and its Groups whilst conforming to the Articles of Association and should be read in conjunction with the said Articles of Association

This document should be considered as a 'live' document subject to constant change and addition as the need arises. It will hopefully answer many of those frequently asked questions.

The Bylaws, Policies & Procedures contained herein shall be effective from the latest date shown in the Revision History.

Bylaws (article 38)**Member Bylaws****1 Conduct of Members**

- a Every member shall be issued a copy of these Bylaws and must abide by their provisions. The National Directors have the power to suspend or expel any member (Article 15).
- b It will not be permissible for any member of the Club to use the name of the Club for private purposes without the approval of the Directors.
The Club will not be liable for any act or default of members unless acting on the authority of the Club.
- c When attending any Rally or event with their equipment members should follow the Club's Safety Code of Practice for Exhibitors (See Appendix 3A)

2 Change of Address

It shall be incumbent upon a member to inform the Membership Secretary of any change of address.

3 Insurance and Safety Codes

In order to maintain the validity of any insurances provided by membership all members shall follow the Safety Codes and any other guidance produced by the National Vintage Tractor and Engine Club (1967) Ltd in addition to any statutory requirements.

4 Use of Logos etc

Members of the NVTEC are permitted to use the registered club logo for the time being in force, either with or without the word Member, in connection with their membership of the NVTEC and on any exhibit information. The registered logo may not be amended in any way.

No member may use the registered club logo in connection with any business unless approved in writing by the Directors.

Any person upon ceasing to be a member of the NVTEC, for whatever reason, shall cease to use any logo or other intellectual property of the National Vintage Tractor and Engine Club (1967) Ltd. and shall remove any such logos and references from any exhibit information, documentation, or other publication unless approved in writing by the Directors. See also Member Bylaw 1b above.

5 Resignation (Article 13)

Resignation from the Club shall be in writing to the Secretary.

No refund of any subscriptions or part thereof will be made to anyone resigning their membership.

Members falling two months or more in arrears with subscription / dues or have given notice in writing shall be deemed to have resigned. Such members, upon re-joining, may be required to pay a re-joining fee.

Group Bylaws

1 Objectives

The objective of all Groups shall be to promote the NVTEC and its objects as set out in Article 4.2 of the company's Articles of Association.

2 Conduct of Groups

Every Group shall be issued a copy of these Bylaws and must abide by their provisions.

The National Directors have the power to suspend or expel any Group (Article 5.2).

3 Admission

Admission to the Group shall be by completion of the Groups official application form and payment of the annual subscription.

4 Insurance and Safety Codes

In order to maintain the validity of any insurances provided by membership all Groups shall follow the Safety Codes and any other guidance produced by the National Vintage Tractor and Engine Club (1967) Ltd in addition to any statutory requirements.

Rallies or events organised by Groups or Members, under the auspices of the NVTEC, should follow the Club's Safety Codes of Practice (See appendix 3)

5 Use of Logos etc

Groups of the NVTEC are permitted to use the registered club logo for the time being in force, either with or without their Group Name, in connection with their membership of the NVTEC. The registered logo may not be amended in any way.

No Group may not use the registered club logo in connection with any business unless approved in writing by the Directors.

6 Complaints

Where a complaint or information is received by the National Directors that a Group has failed to operate in accordance with these Bylaws, or the company's Articles of Association where appropriate, the Directors, if they feel it necessary, may suspend the authorisation of the Group until such time as they are satisfied that the Group is operating in accordance with the Bylaws (Article 5.2) and Articles of Association. In the event of such suspension the Directors shall write to all members of the Group forthwith to explain why this action has been taken and inviting their assistance in regularising the situation.

Any requested help from the Directors shall be forth coming.

7 Winding Up

It is not permissible for any ex NVTEC Group to reconstitute itself as an independent body and to continue to imply any association with the NVTEC. See also Group Bylaw 5 above.

8 Matters not covered by Group Bylaws.

(a) Matters affecting the whole club.

The decision of the National Directors is final.

(b) Matters affecting a Group.

The decision of the Group committee is final.

(c) No Group may make any decision that is likely to affect the administration of other Groups except through the authority of the National Directors.

(d) In matters of inter Group dispute, the National Directors shall have the final word.

9 Resignation

Resignation of any Group shall be in writing to the National Secretary.

No refund of any subscriptions or part thereof will be made to any Group resigning their membership.

No Group resigning from the club shall be permitted, or allow its members, to continue to use any logos or other intellectual property of the National Vintage Tractor and Engine Club (1967) Ltd.

Policies & Procedures

1 Amendments

The Policies and Procedures of the Club may be amended at any time by the Company Directors. Amendments may be requested by the Directors or Group Committees.

Requests for additions or amendments should be sent to the National Secretary for consideration.

Amendments requested by Groups shall be agreed by a simple majority of those delegates present at the Group Forum Meeting at which the amendment is discussed.

This document shall be issued to all groups each January and after any major revision and published on the club website for the benefit of all members.

2 Membership

(a) Membership Cards

Members shall each be issued a membership card, the Yellow Card, bearing their name and address, the class of membership, the name of their Group and their full membership number.

Group Membership Secretaries shall create their own membership numbers commencing at 0001.

The membership number shall be prefixed with the Group number and take the form *-0001 etc. where * is replaced by the Group number as published in Vaporising.

Redundant numbers may be reused as required.

A Joint and Family Membership shall be issued with 2 membership cards with a single membership number suffixed A and B.

A Joint or Family Membership will only receive 1 copy of the Club publication and any other Club correspondence.

(b) New Members

New members joining between January 1st and September 30th will receive all back issues of Vaporising to the beginning of the year and their renewal subscription shall become due on the following January 1st.

New members joining from October 1st to December 31st shall receive future issues of Vaporising. They shall not receive any back issues of Vaporising but their renewal subscription shall not become due until 1 year from the following January 1st.

(c) New Member Welcome Packs

Each New Member shall be sent a "Welcome Pack" by the Membership Co-ordinator consisting of a welcoming letter, a copy of the Articles of Association, these Bylaws, a copy of the Code of Practice for Exhibitors and back issues of Vaporising if appropriate.

Membership Secretaries should notify the Membership Co-ordinator of new members details quarterly along with their membership returns, see (f) below, so they may be sent their Welcome Pack.

(d) Late Membership Renewals

Members renewing after the first quarterly return each year may not necessarily receive all the back issues of Vaporising depending upon the date of their renewal.

The back issues may be available at additional cost to cover postage and handling.

Late membership renewals are simply included in the next membership returns; they do not need to be separately advised to the Membership Co-ordinator.

(e) Membership Lists

Group Membership secretaries shall keep a historical record of all members details for a minimum of 3 past years in addition to the current year's list.

(f) Membership Returns

Membership Secretaries shall submit quarterly returns of their members via email to the Membership Co-ordinator on dates advised by the Membership Co-ordinator. The returns should only contain details of those members for whom the levy has been, or is being, paid.

These returns are only used to distribute the Vaporising Magazine and copies are not retained by the Membership Co-ordinator beyond the publication of the following edition of Vaporising.

Membership returns shall be submitted in a format that is compatible with Microsoft Excel or other software package as may be advised by the Membership Co-ordinator.

Any members not residing within the United Kingdom of England, Scotland, Wales, Northern Ireland, The Isle of Man or the Channel Islands shall be considered as International Members and their details should be identified to the Membership Co-ordinator separately from UK members. See also 4 (a) below regarding additional levy to cover international postage.

3 Insurance

(a) Members Insurance

The Club shall maintain a Public Liability Insurance Policy for the benefit of all UK members whilst exhibiting within the UK, Isle of Man or the Channel Islands, including member to member cover. The public liability cover provided by Club membership shall also provide public liability cover to International Members, i.e. those not resident in the UK, whilst exhibiting within the UK, Isle of Man or the Channel Islands but not elsewhere.

All members automatically receive third party public liability insurance on receipt of their membership card in respect of stationary exhibits.

What is covered;

All internal combustion stationary engines, display generators and hot air engines.

All agricultural equipment from a water pump, cultivator etc to a threshing drum driven by a stationary engine or tractor or other vehicle. (see exceptions below)

Any awning or table top displays of agricultural tools, implements or other collectable items.

Any walk behind agricultural implement eg Allen Scythe, Cultivator etc.

Any implement used by a tractor etc but which at the time is not attached to a tractor (eg at a ploughing demonstration where a plough and cultivator are taken and only one of these can be used at any one time, the non-connected item is covered by the yellow card).

A spilled hot drink or food at an event which causes injury to another member or general public.

A ride on vehicle is covered if it is as found and incapable of running due to mechanical issues (hedge bottom find etc).

What is NOT covered;

Any ride on vehicle, e.g., tractor, ride behind lawnmower etc.

Any equipment towed or mounted behind a ride on vehicle.

Any home-made conversion that looks as if it can be ridden on, including model tractors.

Any person who is not a paid-up member of the NVTEC.

(b) Officers Insurance

The Club shall maintain an insurance policy to cover any liability of its directors and officers

(c) Meetings and Event Insurance

The Club shall maintain an insurance policy to cover any liability at Meetings and Events organised by the Local Groups and their Members. The appropriate NVTEC Codes of Practice must be followed.

To obtain cover for an Event under the policy held by the NVTEC the National Insurance Officer should be contacted by email at least **8 weeks prior** to the event for details. nvtec.insurance@hotmail.com

Under the terms of the insurance policy the club hold from the NFU, meetings and events are not covered unless the Insurance Officer has been notified prior to the event

(d) Product Liability Insurance

Cover is provided for any item sold or provided FOC from a display stand etc. This covers self spillage of hot drinks, food poisonings or other injuries.

(e) Insurance Queries

All queries regarding the insurances held by the club shall in the first instance be made to the club insurance officer who will advise as appropriate. nvtec.insurance@hotmail.com

(f) Reporting Incidents

Should there be an incident please record any details using mobile phones (photographs) or hand written notes, take names etc of any witnesses and let the organizers of the event know.

Inform the NVTEC Insurance Officer as soon as reasonably practical & or the NFU, details are on the yellow cards.

4 Finance

(a) National Levy

The National Levy payable by all Groups shall be set by the National Treasurer

The levy is payable for each class of membership of the Group, only one levy is payable in respect of joint and family members

There will be an additional levy to pay for international members to cover the extra postage incurred in providing Vaporising. International members are any members **not** residing within England, Scotland Wales, Northern Ireland, Isle of Man or the Channel Islands.

The national levy shall be paid promptly by groups quarterly in March, May, August and September, on dates to be advised each year.

The payment must agree with the membership returns made to the Membership Co-ordinator
All payments shall be made by bank transfer (BACS) to the National account details of which are obtainable from the National Treasurer,

All payments shall be referenced by the group number in the format *NVTEC Group *** where ** is replaced by the official Group Number as referenced in Vaporising

(b) **Approved Expenses**

Officers and others may be reimbursed for approved expenses in carrying out their duties.

Claims shall be made to the Treasurer and shall be supported by the provision of receipts and or invoices.

Payment shall be made by bank transfer, the officer providing the treasurer with details of the bank account to which payment should be made together with any identifying reference which may be required.

5 TVO Licences

The NVTEC is authorised by the HMRC to issue licences to allow the mixing of TVO in the tank of a tractor or engine.

Licences will only be issued to fully paid-up members and shall only be valid until the 31st December of the year in which they are issued.

There is currently no charge to members for this service

To obtain a TVO licence individual members shall apply to the National Secretary once they have paid their annual subscription quoting their name, address, Group, full membership number and enclosing a stamped address envelope for the return of the licence.

Group Secretaries may apply on behalf of a number of their Group Members if they so wish but they will need to include the name, address and full membership number of each of their members requiring a licence. The return envelope will need to be large enough and with sufficient postage for the return of the individual licences to the Group Secretary.

6 Tractor Registrations

The NVTEC shall as far as possible, assist members and others, to register their tractors with the DVLA to enable their legal use on the public highway.

This may be to retrieve an original registration number where the details and necessary documentation is available or to obtain an 'age related' registration if the original registration is not known or otherwise cannot be reissued. In exceptional cases it may be necessary to obtain a 'Q' registration number if the necessary documentation and other details are not available.

The documentation required may vary from application to application and is determined by the DVLA.

To obtain assistance members should, in the first instance, contact the Registrations Officer by email at registrations@nvtec-northsomerset.org

7 Registration of the Club name and Logos

The Club name and logos, past and present, are the copyright of The National Vintage Tractor and Engine Club (1967) Ltd and are legally protected by registration with the appropriate bodies at the Patents Office. Members are permitted to use the logo with or without the word 'Member' across the central banner. Associated local groups of the NVTEC may add their group name across the central banner in lieu of the word member.

The colours of the logo are red and green on a white background although monochrome printing is permitted

No other changes or variations are permitted

The Club logo and permitted variations may not be used by Affiliated Clubs or other persons, such as event organisers, without the written authority of the Directors

The name and logo is currently registered until 2028 when it will come up again for renewal

8 Election of National Officers

Officers shall be elected from the serving directors in accordance with Article 31 of the Company's Articles of Association.

All positions are held voluntarily and no remuneration will be made to Officers for fulfilling their duties (Article 28).

9 Meetings**(a) Annual General Meeting (Article 17)**

An Annual General Meeting shall be held in April of each year

Notification of the AGM shall be published in the Winter (December) edition of Vaporising together with a call for nominations. (Article 31)

Nomination forms in the prescribe form shall be available from the secretary on request.

The names of the nominees, together with their proposer and seconder, shall be published in alphabetical order of surname in the Spring (March) edition of Vaporising (Article 31.3)

All Annual General Meetings shall be minuted by the secretary.

(b) Special General Meetings (Article 18)

There shall be a least 2 Special General Meetings each year in the form of 'Group Forums' to discuss matters relevant to the Local Groups and their members.

Notification of the Group Forums shall be made to the Group Secretaries.

Each Group shall be entitled to send 2 delegates to a Group Forum who shall be entitled to vote on any discussion which affects the Groups.

Any other member shall be entitled to attend a Group Forum but they shall not be entitled to vote on Group matters.

All Group Forums shall be minuted by the secretary

(c) Directors Meetings

There shall be at least 4 Directors Meetings each year on such dates as to be decided by the Directors.

These meetings may be conducted by electronic means if desired.

All Directors meetings shall be minuted by the secretary

10 Forming a Local Group

(a) Where ten or more members or potential members wish to meet in an area generally greater than 20 miles from the nearest existing Group meeting venue, they may apply to the Directors to form a Local Group.

(b) Where 10 or more **existing** members wish to form a group with a specialist interest, for example a particular make of tractor, engine or a particular piece of machinery such as combines, they may apply to the Directors to form a Special Interest Group.

All members of a Specialist Interest Group shall also be either National Members or members of a Local Group. Membership of a Special Interest Group is in addition to their normal membership and does not replace normal membership.

(d) Name of the Group

The Group shall be known as the National Vintage Tractor and Engine Club ***** Group and shall be allocated an official Group Number

The name may be shortened to NVTEC ***** Group where appropriate.

Appendices

Appendix 1 Definitions

1A Tractors

An internal combustion engine self-propelled machine primarily adapted to the haulage of all kinds, types and description of farm implements and machinery, also to act as a portable self-contained power unit to provide power for stationary and / or moveable machines, by means of a belt (pulley) shaft (PTO) and also by hydraulic pressure, electricity or other means.

1B Horticultural Machines

Small tractors and machines usually, but not necessarily, pedestrian controlled as have generally been used by market gardeners and small holders. For example, rotavators, motorised ploughs, motor mowers, etc.

1C Agricultural Machines

Any self-propelled or trailed specialist machine used in agriculture that is not itself a tractor or horticultural machine, for example a combine, forager, seed drill, plough etc. But excluding hand tools such as push hoes, 'Planet' type seed drills, etc these are considered to be Bygones.

1D Stationary Engines

A stationary engine is considered to be an internal combustion engine powered by petrol, paraffin (kerosene), diesel or gas together with hot air, vacuum engines and similar.
Steam powered stationary engines are outside the remit of the NVTEC.

1E Driven Equipment

Any equipment so designed, constructed or adapted to provide work for a Stationary Engine and to demonstrate the uses to which these engines were put when originally constructed,

1F Agricultural Bygones

Anything used in connection with agriculture, not otherwise described above, either hand powered or not requiring power.

These generally consist of displays such as tools, petrol cans, dairy equipment, hand tools, other horticultural equipment and other farming ephemera.

Appendix 2 Dating

2A Tractors

Veteran

Any tractor first introduced prior to 31st December 1929, including any tractors manufactured after this date to a design introduced prior to this date.

Vintage

Any tractor first introduced after the 1st January 1930 and prior to the 31st December 1959 but including any tractors manufactured after this date to a design introduced between these dates.

Classic

Any tractor first introduced after 1st January 1960 and prior to the 1st July 1976 but including any tractors manufactured after this date to a design introduced between these dates.

Modern Classic

Any tractor first introduced after 1st August 1976 and prior to the 31st December 1999 but including any tractors manufactured after this date to a design introduced between these dates.

Modern

Any tractor first introduced after 1st January 2000

2B Horticultural Machines

Veteran

Any Horticultural Machine first introduced prior to the 31st December 1929, including any Horticultural Machine manufactured after this date to a design introduced prior to this date.

Vintage

Any Horticultural Machine first introduced after the 1st January 1930 and prior to the 31st December 1959 but including any Horticultural Machine manufactured after this date to a design introduced between these dates.

Classic

Any Horticultural Machine first introduced after the 1st January 1960 and prior to the 31st December 1979 but including any Horticultural Machine manufactured after this date to a design introduced between these dates.

Modern Classic

Any Horticultural Machine first introduced after the 1st January 1980 and prior to the 31st December 1999 but including any Horticultural Machine manufactured after this date to a design introduced between these dates.

Modern

Any Horticultural Machine first introduced after 1st January 2000

2C Agricultural Machines

Veteran

Any machine first introduced prior to 31st December 1929, including any machines manufactured after this date to a design introduced prior to this date.

Vintage

Any machine first introduced after the 1st January 1930 and prior to the 31st December 1959 but including any machines manufactured after this date to a design introduced between these dates.

Classic

Any machine first introduced after 1st January 1960 and prior to the 1st July 1976 but including any machines manufactured after this date to a design introduced between these dates.

Modern Classic

Any machine first introduced after 1st August 1976 and prior to the 31st December 1999 but including any machines manufactured after this date to a design introduced between these dates.

Modern

Any machine first introduced after 1st January 2000

2D Stationary Engines**Veteran**

Any stationary engine first introduced prior to the 31st December 1919, including any stationary engines manufactured after this date to a design introduced prior to this date.

Vintage

Any stationary engine first introduced after the 1st January 1920 and prior to the 31st December 1959 but including any stationary engines manufactured after this date to a design introduced between these dates.

Classic

Any stationary engine first introduced after the 1st January 1960 and prior to the 31st December 1979 but including any stationary engines manufactured after this date to a design introduced between these dates.

Modern Classic

Any stationary engine first introduced after the 1st January 1980 and prior to the 31st December 1999 but including any stationary engines manufactured after this date to a design introduced between these dates

Modern

Any stationary engine first introduced after 1st January 2000

2E Driven Equipment

Not defined

2F Agricultural Bygones

Anything used in connection with agriculture, not otherwise described above, and at least 25 years old

Appendix 3 Safety Codes**3A Code of Practice for Exhibitors**

The Club produces a Safety Code of Practice for the use of **all** its members when exhibiting their equipment at any rally, show or event whether that event is organised by an NVTEC Group or other body. The latest version of the NVTEC Code of Practice for Exhibitors is published, in abridged form, periodically in the Clubs publication Vaporising.

It may also be downloaded from the Clubs website www.nvtec.co.uk or by contacting the National Safety Co-ordinator or the National Secretary

3B Code of Practice for the Organisation of Tractor Road Runs

The Club produces a Safety Code of Practice for organisers of Tractor Road Runs.

Copies may be obtained by contacting the National Safety Co-ordinator or the National Secretary

3C Code of Practice for the Organisation of Rallies and Shows

The Club produces a Safety Code of Practice for organisers of Tractor Rallies and Shows.

Copies may be obtained by contacting the National Safety Co-ordinator or the National Secretary

Appendix 4 National Officers Duties

4A National Chair

The National Chair shall provide overarching leadership to the Club

They shall represent the Club as its 'figurehead' and may from time to time be called upon to represent the organisation and sometimes be its spokesperson at, for example, functions, meetings or in dealings with the press.

They are responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.

They shall provide support and supervision to the rest of the Executive Committee and keep all the Executive Officers informed.

The National Chair shall officiate at all National Meetings whether they be Annual General Meetings, Special General Meetings or Director Meetings, and will have an additional or casting vote, unless otherwise indisposed or disallowed, in which case the National Vice Chair shall act on his behalf.

They will, in conjunction with the Executive Officers, be empowered in extreme emergency, to conduct National affairs without the calling of a National Executive Meeting, but will remain answerable to the Group Representatives for any such action taken.

4B National Vice Chair

The National Vice Chair shall support the National Chairman in their duties and shall deputise for them should they be otherwise indisposed.

Should the National Chair become permanently unavailable through, for example, resignation, ill health, death, etc. the National Vice Chair shall become the Acting National Chair and take on all the duties of the National Chair until such time as a replacement can be elected.

4C National Secretary

The National Secretary supports the National Chair in ensuring the smooth functioning of the Executive Committee and the day-to-day administration of the Club. They are the first contact for all members and Group Secretaries for matters in relation to the administration of the Club.

Duties include;

The preparation and the circulation of Executive Meeting agendas and supporting paper work in good time.

To receive agenda items from Groups and other Officers.

To check that committee members have carried out action(s) agreed.

To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.

To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc)

To maintain the contact details for all elected officers.

The National Secretary will attend to all correspondence, the issuing of the meeting notices, and keeping of an accurate minute book.

All correspondence to be marked copyright NVTEC, this includes meeting agendas and minutes.

4D National Treasurer

The overall role of the treasurer is to maintain an overview of the Club's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

Duties include;

To oversee and present budgets, accounts and financial statements.

To liaise with other Officers about financial matters.

To ensure that appropriate accounting procedures and controls are in place.

To ensure any recommendations of the auditors are implemented.

To present brief financial reports to the committee as required

To make a presentation of the accounts at the annual general meeting (AGM).

To advise on the Club's reserves, policy and investment policy.

To advise on the financial implications of the Club's operational plans.

To advise on the fundraising strategy of the Club.

4E National Sales Officer

The National Sales Officer shall procure, maintain and sell, on behalf of the Club, NVTEC branded products.

They may also procure and sell other branded items which may be of interest to members.

They shall also be made available for purchase by Groups and individual members.

4F National Archivist

The National Archivist will keep whatever records of whatever machinery are available for the use of members of the Club.

They shall also store and maintain the archives of the club. They may also store and maintain other documents, on behalf of the club and for the benefit of its members, from other organisations such as manufacturers, manuals, drawings, advertising literature, etc.

They shall also maintain a catalogue or register of all the archive material held a copy of which shall be made available to any member on request.

4G National Safety Office

The National Safety Officer will act as Club liaison Officer with official bodies on all matters of safety and will co-ordinate activities of Group Safety Officers. The Safety Co-ordinator will prepare, maintain and promote the Clubs Safety Codes of Practice.

Wherever possible he will provide guidance on safety matters to exhibitors and show organisers in respect of exhibits and shows within the remit of the NVTEC.

4H National Membership Secretary

The role of the National Membership Secretary is to process National Member subscriptions.

Maintain the National Members List and submit these to the Membership Coordinator at the appropriate time for distribution of the Clubs' publications.

The Membership Secretary shall promptly and regularly advise the Membership Co-ordinator of all new members. Subscriptions collected shall be passed to the National Treasurer.

4I Website Coordinator

The Website Coordinator shall maintain and keep up to date the Club's website at www.nvtec.co.uk They shall also ensure the domain name and web hosting of the site is managed to ensure continuity and security of the website.

4J Insurance Officer

The Insurance Officer will maintain in force the various club insurance policies and, when necessary, investigate alternative policies to provide the best cover for Members and Officers at the most advantageous cost. The Insurance Officer will liaise with the Club's insurers, research and advise the National Executive on all insurance matters

The Insurance Officer will be the contact for Members with regard to queries regarding the public liability and event insurance available to all Members and Groups.

4K Membership Coordinator

The Membership Coordinator shall coordinate the membership lists submitted by the National Membership Secretary and the Group Membership Secretaries and prepare the mailing list for the distribution of Club publications.

4L Registrations Officer

The Registrations Officer shall assist members to register their tractors with the DVLA to enable them recover lost registration numbers or obtain a new 'age related' registration number.