

Committee and appointed positions and responsibilities

Chairman: to organise and chair committee meetings and the AGM; to be a contact and spokesperson for the club; to ensure that the functions of the club are delivered and that the committee and appointed positions carry out their duties.

Vice-chairman: to carry out the Chairman duties in the absence of the **Chairman**; responsible for updating the club's constitution, ensuring the club's accounts are audited by a qualified accountant that is not a committee member before each AGM. Keeper of backup records for all clubs records and documents (see list below).

Secretary: to notify the times and dates of all meetings to those required to attend; to prepare the agenda for Committee meetings and for the AGM or any EGMs; to ensure proceedings and decisions are recorded and distributed prior to the meeting, update the BMFA membership database with the club's qualified instructors and examiners. Keeper of master records for all club records and documents (see list below) which include all documents produced or held by other committee members and appointed officers in their duties for the club.

Treasurer: is responsible for all financial matters of the club including making and accepting payments, keeping records of all transactions, managing any surpluses or deficits; producing balance sheets for each committee meeting and advising on any financial actions to be taken. Keeper of the asset register and all assets condition, value and insurance where applicable; keep up to date the backup copy of the accounts and associated records and details held by the clubs **Secretary** and **Vice-chairman**.

Site Protection and Safety officer: is responsible for updating the club's rules keeping records of reported safety breaches and first aid records, ensuring the club's first aid kit and other safety equipment is up to date and available to all members on the club's site. Ensure the **Events Co-ordinator** understands his/her responsibilities and any related issues regarding the safety of non-members and club assets.

Membership Secretary: is responsible for the receipt of applications for membership and keeper of all membership records including the club waiting list; to accept and record all payments for membership throughout the year. To ensure all members have a valid BMFA membership and the BMFA membership database is updated with the club's membership records, keep the **Website and Communications** up to date with current list of members for purpose of emailing and website access; keep up to date the backup copy of the membership and waiting list records and details held by the clubs **Secretary** and **Vice-chairman**.

Website and Communications: as appropriate to commission the design and maintenance of the club's website; to disseminate all news of events, activities, social gatherings and upcoming activities to all members; keep up to date the backup copy of website and mail system access records and details held by the clubs **Secretary** and **Vice-chairman**.

Training Officer: to ensure that all training is organised and that each trainee achieves their desired goal, the minimum standard is an 'A' certificate to retain membership of the club. The Training officer must be a qualified trainer in 'Fixed Wing'. Keeper of the list of trainees and their training status, provide a copy for each committee meeting. He/she is responsible for the maintenance and safe keeping of all training equipment held by the club, keeping a list of all qualified instructors and examiners. Keep up to date the backup copy of qualified instructors and examiners, trainee and their status records and details held by the clubs **Secretary** and **Vice-chairman**.

Members' Representative: to represent members at committee meetings as required.

Events Co-ordinator: will normally be a volunteer from the membership and approved or designated as required by the **Chairman** or **Vice-chairman** for the organisation of each event; this includes national competitions held at the club and external events like local shows where the club is attending or supporting such an event. The Events co-ordinator is to publicise the event activities, to encourage members to attend, to secure media coverage for the club as required.

Resources and Equipment Co-ordinator: to manage and organise the maintenance and replacement of club's assets and equipment.

Mowing Team Co-ordinator: is responsible for keeping the grass at the club's site cut and maintained to a reasonable level. To ensure the **Resources and Equipment Co-ordinator** is informed of any issues with the equipment used in that role.

Open Day: the club's annual event will be organised by a steering group formed of committee/club members with experience of organising events and/or relevant skills.

Club records and documents:

Club documents consist of the constitution, operating and safety rules, minutes, letters, accounts, asset register, membership details, waiting list, trainee status, access details and passwords to the club's Website and mail systems, contacts and details of hired items, maintenance contracts, insurance etc.

Accounts records and documents must be kept for seven years plus the current year, all other records and documents must be kept for three years plus the current year.

The club's accounting year is 1st April to 31st March, the clubs working year is 1st January to the 31st December.

The Committee: the minimum requirement for the committee is Chairman, Vice-chairman, Secretary, Treasurer and Safety Officer; other appointed positions may be asked to be part of the committee.

Current committee is formed from: Chairman, Vice-chairman, Secretary, Treasurer, Site Protection and Safety officer, Membership Secretary, Training Officer and Members Representative.