



Eddystone Model Flying Club

DUTIES OF OFFICE BEARERS

The Office Bearers of the Club together with the other Committee members are responsible for ensuring the satisfactory organisation and running of the Club. Each Office Bearer is required to report to the members, at the AGM, the progress of his stewardship.

The **Chairman** will:

- a) Take the Chair at all Club General and Committee meetings.
- b) Act as the formal point of contact between the club and the farmer.
- c) Represent the Club at all meetings of the BMFA SW Area Committee.
- d) Represent the Club at all meetings of the Sport South Hants.
- e) Be a co-signatory of Club cheques issued by the Membership Secretary, except to himself.

The **Club Secretary** will:

- a) Be responsible for generating all official club correspondence.
- b) Be the custodian of all files concerning the history and running of the Club. (Except for membership data and membership related documentation).
- c) Maintain the integrity of the Club Constitution.
- d) Maintain the integrity of the Club Flying Rules and Codes of Practice as required by the Committee.
- e) Issue discipline letters to members as approved by the committee
- f) Issue calling notices for Committee meetings.
- g) Produce minutes of all Club General and Committee meetings.
- h) Compile Club Newsletters as required.
- i) Undertake the duties of the Chairman when the latter is absent.

The **Membership Secretary** will:

- a) Maintain records of Club membership.
- b) Generate and issue membership cards, copies of the Club's Constitution, and Club status flags/ribbons.
- c) Distribute all bulk documentation which is membership related, such as BMFA/Club fee renewal notices, newsletters, AGM calling notices.
- d) Countersign BMFA Insurance Certificates prior to issue to members.

The **Treasurer** will:

- a) Maintain an accurate record of the Club's finances, including a comprehensive list of Club assets.
- b) Issue all cheques to cover the Club's expenditure. He should not sign cheques for his own expenses.
- c) Receive all membership subscriptions and keep the Membership Secretary fully updated of fees as received.
- d) Advise the Committee of any impending financial problems.
- e) Recommend the level of subscription to be agreed by the Committee and announced at the AGM.

The **Welfare Officer** will:

- a) Advise the Committee on all matters affecting the welfare of members, in particular children and vulnerable adults.
- b) Process all applications for Criminal Records Bureau (CRB) disclosures by Club members.

The **Safety Officer** will:

- a) Advise the Committee on all matters concerning the safety of any activity on the Club's flying field.
- b) Maintain an incident and accident log for the Club's flying field.

Currently the other members of the Club committee are:

The **Chief Examiner**

The **Noise Officer**.