



Winchester Model Aeroplane Club

Committee Roles, Responsibilities and Authorities

V1.2 Jan 2025

General

Note: where the masculine sense is written, it is assumed that this can be replaced by any other gender.

WMAC is managed on a day-to-day basis by a committee comprising elected and co-opted members as laid out in the constitution. This document lays out the general roles, responsibilities and authority levels for each elected position noting that an individual member may take on more than one role. Similarly, any role may be shared by more than one person. Co-opted positions may be appointed by the committee, but these will not be included in this document until such time as they are deemed to be permanent members of the committee. Co-opted members will not have an automatic vote in committee decisions but may be given a temporary vote by the Chairman on specific occasions. Members who hold more than one elected position will have only one vote in committee decisions, but where a role is shared by more than one person, the each person has one vote.

Any elected committee member has the authority to instigate disciplinary procedures against any member in the event of any transgression of rules.

Roles

Chairman

The Chairman is ultimately responsible for the running of the club.

He will act as the lead committee member and ensure that all other committee members have everything they need to carry out their own duties.

He will ensure that the club and committee structures are suitable and make changes wherever necessary. He will have the authority to appoint co-opted committee members

He will be responsible for the creation and maintenance of club rules and processes.

He will be the decision maker in any grievance or disciplinary action.

He will be responsible for all club property and the final authority on any agreements with third parties.

He will have the casting vote in any committee decisions.

Secretary

The Secretary shall be responsible for all club administration.

He will maintain a list of members details ensuring that it is always up to date.

He will act as the default conduit for all communication to both internal and external parties.

He will maintain all club documentation and distribute it as necessary.

He will be responsible for maintaining a list of club property.

He will be responsible for maintaining the club website and other social media, although the actual application of this may be co-opted to another member with suitable skills.

He will be responsible for liaising with the BMFA including maintaining club affiliation and examiner ratifications. He will also ensure that all BMFA communications are distributed to club members.

He will be responsible for organising the AGM, taking notes and writing and distributing minutes.

Treasurer

The Treasurer shall be responsible for all monetary matters.

He will maintain at least one account held by a national high street bank or building society.

He will collect all subscriptions and pay into the club account(s). He will advise the Secretary and Membership Secretary of all subscriptions paid to the club.

He will pay any moneys due to third parties as a result of club transactions.

He will maintain club accounts that will be available for inspection by other committee members on request.

He will prepare a statement of accounts in advance of the AGM and arrange for these to be independently audited before being presented at the AGM.

Membership Secretary

Working with the Secretary and Treasurer, the Membership Secretary shall be responsible for ensuring that the membership data held by the club is correct and that the Secretary has up to date mailing lists of current members.

He will ensure that when a current or new member pays a subscription fee, then their names and details are added to the current list of paid-up members.

When members also pay the club to arrange CAA and BMFA memberships, the Membership Secretary will apply for these on behalf of the member and make the necessary payments, either directly or by requesting an invoice. All invoices generated will be immediately passed to the Treasurer for payment.

He will also maintain the BMFA records held on individual members.

He will produce a report on membership levels for presentation at the AGM.

Safety Officer

The Safety Officer(s) is (are) responsible for all aspects of the club relating to safety including, but not limited to:

- Advising in the creation of safety rules and recommendations for rule changes
- Reviewing all safety related incidents that are recorded by other members.
- Ensuring that all safety equipment, such as First Aid box is maintained.
- Acting as a safety consultant for all members
- Taking all reasonable steps to ensure that members adhere to all safety rules.

The Safety Officer(s) has (have) the authority to immediately ground any aircraft that he considers to be unflightworthy and/or to stop any activity that he considers to be unsafe.

It should be noted that in the absence of a Safety Officer, any other members present at the field will be expected to act on their behalf.

The Safety Officer(s) cannot be held responsible for any incidents, whether safety related or not arising from the actions of others.

Site Manager

The Site Manager shall be responsible for organising maintenance of the site and equipment including the mower(s) as well as cutting the grass etc.

He shall maintain the functioning of the main gate access lock as well as the caravan lock. He shall change the lock combinations periodically and advise the Secretary of these so that they can be circulated to members.

He shall advise when the site becomes unfit for use e.g. after prolonged period of heavy rain.

He has the authority to close the site at any time, either to protect it or to enable routine maintenance. Any site closures will be advised to the Secretary who will then advise the members.

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