

# Academy of Model Aeronautics

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## SUGGESTIONS FOR DUTIES OF CLUB OFFICERS

Excerpt from the 2008 Club Charter Kit, pages 15-16

### **Club bylaws should reflect officers' duties and responsibilities.**

#### **Section 1. President**

The president shall be the executive officer of the club and shall preside at all meetings. He or she shall be the spokesperson for the club. He or she shall appoint standing and special committees as he deems necessary. He or she will cast the deciding vote in any case where a tie vote is encountered.

#### **Section 2. Vice President**

The vice president shall assist the president in all matters and shall assume the duties of the president if for any reason the president is not able to perform his or her duties. He or she shall be responsible for the club meeting schedules and other club scheduled events which may be necessary or requested by the club officers or members.

#### **Section 3. Secretary/Treasurer**

The secretary/treasurer shall keep accurate minutes of all regular scheduled and called club meetings and record meeting attendance. He or she shall maintain an up-to-date membership record of all members including their name, mailing addresses, AMA membership numbers, and telephone numbers.

He or she shall have charge of all club funds. He or she shall collect dues when they are due and is authorized to pay any and all club obligations from these funds. He or she shall keep appropriate records of all club monetary transactions and shall provide a treasurer's report at each scheduled club meeting.

If the vice president, for any reason, is unable to perform his or her duties, the secretary/treasurer shall assist or take over the duties of the vice president as needed.

#### **Section 4. Safety Coordinator**

To promote increased safety awareness on the part of all members, improve the public perception of modeling as a safe and desirable sport, and provide a means by which important safety information can be shared between clubs, AMA chartered clubs are required to establish the position of safety coordinator. This person will act as a communications liaison between the club and AMA Headquarters to ensure timely distribution of safety related material. **The club safety coordinator must have Email access.**

#### *Recommended Duties:*

- 1) Provide a communications link between AMA and clubs in matters related to safety.
- 2) Act as a safety advisor and resource manager for the club and its members.
- 3) Assist AMA in the establishment of a national safety program to reduce accidents/incidents.
- 4) Develop, promote, and encourage a climate of safety awareness within AMA clubs.

*Safety Coordinator activities may include the following:*

- Inspect operational areas for proper signage and safety equipment as applicable.
- Conduct safety awareness training and related programs during club meetings.
- Conduct, at least annually, a safety audit of club facilities, equipment, and grounds to ensure everything is in good working order and safe for normal use by members and the public.
- Act as a liaison with the local EMS/Fire Department.
- Establish a club emergency action plan to handle serious accidents/incidents.
- Immediately report to AMA Headquarters any incidents at the club field. During normal business hours, call (765) 287-1256. To report serious injuries and/or major property damage after hours call (765) 749-9210 or (765) 212-0793.
- Coordinate appropriate first aid training for members using qualified instructors.
- Develop an appropriate communications plan to assist club officers and members.
- Review emergency procedures (fire and rescue) with club members on an annual basis.

*Note: This list is provided to illustrate the range of activities a Safety Coordinator could engage in. Authority to enforce the AMA Safety Code or any additional club safety rules should be contained in the club bylaws in accordance with your individual situation.*

## **Finding the Right Safety Coordinator**

Because AMA chartered clubs are required to have a safety coordinator, the AMA has come up with some suggested skills and attributes a person who is successful in the role of safety coordinator might possess.

The safety coordinator should mentor; serve as a role model, an educator, and a promoter of safety awareness. He or she should assist in the development of club activities from a safety aspect and provide support in running such activities.

The Safety Coordinator is not the “club field police.” Rather, he or she should display a positive attitude and willingness to teach others in regards to safety at the club field. Appropriate avenues should be established by the club to handle any safety matters that may surface—proper steps for the safety coordinator to take should a serious safety issue arise could be established in the club by-laws. The safety coordinator will not make the final decision on safety concerns; these issues would be voted on and decided by the club board.

Leadership skills, knowledge about our hobby, high standards, and a positive attitude are important attributes of a successful safety coordinator. He or she should know the club rules and bylaws and lead by example so club members will gain respect and have an encouraging resource to turn to with any safety issues that may arise. A safety coordinator should be able to use good judgment when addressing possible safety issues.

Many accidents and injuries could be avoided if only pilots were more educated on the aspects of safety. The safety coordinator should communicate effectively and work with the club to develop an ongoing safety education plan. Safety meetings or special safety classes are one way to promote safety.

As always, we should remember above and beyond, safety comes first!