

Academy of Model Aeronautics

5161 East Memorial Drive
Muncie, Indiana 47302
(765) 287-1256 – Business
(765) 289-4248 – Fax
(800) 435-9262 – Membership Services
<http://www.modelaircraft.org>



Suggested Duties for Club Officers

Your club bylaws should reflect the officers' duties and responsibilities.

President:

The president is the executive officer of the club and presides at all meetings. He or she is the spokesperson for the club. He or she appoints standing and special committees as deemed necessary. The president will cast the deciding vote in case of a tied vote.

Vice President:

He or she assists the president in all matters and assumes the duties of the president if for any reason the president is unable to perform those duties. The vice president is responsible for the club meeting schedules and other club events whether scheduled or requested by the club officers or members.

Secretary and/or Treasurer:

The secretary/treasurer keeps accurate minutes of all regular scheduled and called club meetings and records attendance. He or she maintains an up-to-date membership record of all club members including mailing addresses, AMA membership numbers, and other contact information.

He or she manages all club funds, collects dues when they are payable, and is authorized to pay any and all club obligations from these funds. Appropriate record keeping of all monetary transactions is expected and a treasurer's report is presented at each scheduled club meeting.

If the vice president is unable to perform his or her duties, the secretary/treasurer assists with or takes over the duties as needed.

Safety Coordinator:

The safety coordinator promotes and encourages a climate of safety awareness within the club. He or she provides a communications between AMA and the club in matters related to safety. 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 is recommended at least annually. He or she establishes a club emergency action plan to handle serious accidents/incidents and annually reviews emergency procedures with club members.

Because AMA chartered clubs are required to have a safety coordinator, AMA has some suggested skills and attributes that a person filling the role as safety coordinator might possess.

He or she should mentor, serve as a role model, educator, and a promoter of safety awareness. Your safety coordinator should assist in developing club activities from a safety perspective and provide support in running such activities.

Your club's safety coordinator is *not* the "field police." Rather, he or she should display a positive attitude and willingness to teach others in regards to safety at the club field.

The club should have appropriate measures to handle any safety matters or concerns that may surface. The proper steps in case of a serious safety issues could be established in the club bylaws. The safety coordinator should not be the one making a final decision on safety concerns; these issues should be decided by all the club officers.

Leadership skills, knowledge about the hobby, high standards, and a positive attitude are vital 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 be an encouraging resource to turn to with any safety questions that may arise. A successful and influential safety coordinator is able to use good judgment and common sense when addressing possible safety issues.

Many accidents and injuries can be avoided. Your safety coordinator should communicate effectively and work (with other club officers/members) to develop an ongoing safety education plan. Safety meetings or special safety classes are one way to promote safety! The "Safety Comes First" column in *Model Aviation* is a good resource for information. Although the [AMA Insider](#) newsletter is no longer being published, safety coordinators can still access many valuable articles in the archives on the AMA website.