MARC Board of Directors Job Descriptions

**President:** MAR/Chief Executive Officer: Take action as necessary to ensure MAR/C activities are in compliance with AMA rules for AMA Chartered Clubs, the MAR/C By-Laws and the Special Use Agreement (SUA) between MAR/C and King County. Authorized Club spokesperson in dealing with external organizations (to include Marymoor Park, King County, the AMA, and the Lake Washington School District and local civic organizations). Chairman of the MARC/C Board of Directors (BOD). Has Executive responsibility for the tasks and functions of the BOD. Organizes and conducts all meetings of the MAR/C BOD. Acts as liaison between BOD and General Membership. Conducts General Membership Meetings. Responsible to prepare and file annual reports to the IRS and the State of Washington necessary to maintain the Clubs 501 c(3) and (7) status. Ensures that the Club activities are consistent with maintaining the Club’s 501c (3) and (7) status. Prepares and files reports to King County and to Marymoor Park as required by the SUA. Responsible for the execution and enforcement of disciplinary actions as approved by the BOD and as prescribed by the MAR/C By-Laws. Appoints Committees as necessary for the conduct of the business of the club.

**Vice President:** The Vice President shall be responsible for the program at regular club meetings and shall preside in the absence of the president.

**MAR/C WEBSITE MANAGER:** Responsible for maintaining the club’s website, mar-c.org. Learn to use Drupal 8+, a content management system that requires some knowledge of the PHP programming language, and MySQL. You will need Microsoft Word, Excel and Power Point; these need to be version 2007 or newer so you can save files in PDF format. Update the content on the website as required. Perform security updates, and periodic backup and maintenance; requires an SSH client. Monitor the website for comments and moderate content and respond as required. Work with the Membership Coordinator to resolve issues and generate website user reports. Attend all BoD and general membership meetings and report website activities. Work with the club treasurer to renew the following accounts before their expiration date: webhosting, SSL certificate, dedicated address (all 3 are with Hostmonster) and URL (mar-org) registration with Melbourne IT. Help with the field webcam and Raspberry Pi device, as well as the weather station, as needed to integrate with the website.

**MARC/C SAFETY OFFICER:** Responsible for the Club Safety program. The safety Officer will act as the focal point for MARC/C in matters pertaining to safety issues in the operation of model aircraft at the flying field located at Marymoor Park. He will keep updated on AMA safety regulations and report any application updates needed for the safe operation of model flying at the flying field. He will monitor activities that may be dangerous and make suggestions to those involved. The Safety Officer will establish a process for the flying membership to submit safety concerns for his review and recommendations for possible solutions. A record of these items shall be maintained. The Safety Officer will insure that emergency equipment such as fire extinguishers and first aid supplies are maintained and that all safety notices are updated and posted. The SO shall attend BOD meetings and present a safety message at the general meeting.

**Flight Training Manager:** Recruit and organize the Flight Training Staff. Coordinate the Flight Training Program using club to:

1) Verify club and AMA membership and enroll new members

2) Develop a set of training records

3) Schedule technical inspections of student aircraft

4) Schedule training Flights

5) Arrange demonstration flights for new and or interested new comers

6) Maintain a list of Instructor pilots, a list of technical inspectors, and a list of support personnel

7) Assign people to maintain club training aircraft

8) Provide advertisement “flyers” to local hobby shops with starting dates and times of the training program and put up flight training banner at the field. Reports to the BOD

**FIELD MAINTENANCE MANAGER:** A member of the Board of Directors shall be appointed as Field Maintenance Manager (FMM). The FMM recruits, trains and organizes the field maintenance team. The FMM shall determine when the field needs mowing or other work and coordinate the activity. The FMM coordinates with the Marymoor Park Maintenance Manager for mowing the overrun area (outside of the flying field) and other support as required. The following tasks are for field maintenance and to assign volunteers to help:

1) MOWING: *See attached detailed instructions*

2) EDGING & WEED CONTROLL: *See attached detailed instructions*.

3) MOLE and FIELD DAMAGE REPAIR: *See attached detailed instructions*

4) ROLLING FIELD: *See attached detailed instructions*

5) TABLE and SHED MAINTEANCE: *See attached detailed instructions*

6) WATERING: *See attached detailed instructions*

7) SIGNAGE: *See attached detailed instructions*

**SECRETARY:** The Secretary takes the minutes at all the Board of Director meetings. The completed minutes are distributed to BOD members for comments/corrections and approved at the next scheduled BOD meeting. The minutes are then published to the Club website. The Secretary is responsible for the Club correspondence as required and maintaining the history file.

**TREASURER, MAR/C OFFICER:** Manages club’s 501c (7) and (3) financial accounts, provides oversight of club’s activities including deposit and disbursement of funds, preparation of monthly treasury report, preparation of an annual budget, and monitoring of expenses and income activity, bank statements, and other financial documents including annual statement of King County summarizing club’s financial activity. Attends monthly BOD and general meetings to provide verbal and printed reports, advising BOD of any unusual or significant activity, and progress against budget. Works with Membership Chair to record and deposit dues, works with other club members as needed to record and deposit other income, and to provide reimbursement for valid expenses incurred on the club’s behalf. Maintains bank records and expense receipts in support of the about tasks.

**MEMBERSHIP CHAIRMAN:** Chairman of the Club membership committee. The committee shall monitor and control the application process for membership into the MAR/C by verifying data entered on the club website, verify AMA current membership via the AMA website and verify dues payment by “PayPal” or by check as required. Determine type of membership according to club rules, ie: PROFICIENCY CHECK REQUIRED for new members and trainees, FULL for renewals and JUNIOR for all members under 19 years of age. Process paper application in the same manner except enter required membership data on the website. Maintain the club roster on the website and update as required. Support the website manager for changes and upgrades as required. Support the Flight the Flight Training Program by signing up new members as required. Report to the BOD on all membership activities. Provided all dues collected to the Club Treasurer. Attend all BOD meetings and all general membership meetings.