

EXECUTIVE BOARD – AMOS Flying Club

- A. **President**: Preside over general and Board meetings, make appointments and committee assignments as authorized by the membership and act as the spokesperson for AMOS in all matters. He/She shall be an EXOFFICIO member of all committees.

The President shall assist the Secretary and Contest Coordinator/Public Relations, with promoting all AMOS events and programs, keeping AMOS in the public eye and ensuring timely publication of the monthly newsletter

The President shall upon his/her term of office ending, shall assume a position on the new Board of Directors as an advisory voting member, for a period of one year.

- B. **Vice President**: Shall assist the president in execution of the President's duties and assume the duties of the President in his/her absence or at his/her direction. The primary responsibility of the Vice President will be that of Parliamentarian for all meetings. The Vice President will be responsible to ensure that "Roberts Rules of Order" are maintained during all club and board meetings. He/She will also be responsible for the board being informed as to the California Corporation codes that pertain to the running of AMOS.
- C. **Secretary**: Shall record and maintain a record of minutes of all General and Board meetings and provide these minutes to the Newsletter Editor for inclusion in the newsletter each month. The Secretary will maintain all club documentation including, but not limited, to the Constitution and By-laws, Flying Site rules and AMA required documents.
- D. **Treasurer**: Shall collect all funds, keep record of funds received and disbursed. Shall maintain club financial books including checking and savings accounts. The treasurer shall make a report each meeting to the general membership and or the board, and be prepared to present a current financial statement upon written request of an Full type member of appropriate authority.
- E. **Safety Officer**: Shall oversee member education and enforcement of AMA safety code and AMOS safety rules. The Safety officer, or his/her designee, shall be present at all club contests to ensure proper safety guidelines are maintained. The Safety officer shall record all safety related issues and conduct an annual Safety Review to report to the membership at the January General Membership meeting.

The Safety officer shall oversee the administration of the club Pilot Proficiency program. He/She shall be responsible for the development and maintenance of a Pilot Training Program that will ensure the

adequate flight skill levels are obtained by the membership for their desired activity. This includes Racing, Combat, and Pattern, etc. The safety of the pilots and spectators as well as the facility shall be the primary focus of the Safety Officer.

The Safety Officer shall make a written report to be published in the monthly newsletter as pertains to the safe operation of the model site and Pilot Proficiency program.

- F. **Membership Chairman**: Shall collect all Dues, and Assessments required for membership in AMOS. Verify AMA/ROAR status, compile a list of members and update as new members are accepted. Issue membership cards and define status by color. (Park Flyer – Green, ROAR – Red). Turn all fees Collected over to the treasurer. Submit to AMA on a timely basis, a list of new and deleted members.

- G. **Contest Coordinator/Public Relations**: Shall act as coordinator for all AMOS contests. The Contest Coordinator/Public Relations person shall make a report each month at the General Membership meeting on all contest activity.

The Contest Coordinator/Public Relations person shall conduct planning meetings for the events of AMOS prior to the date of a scheduled club event. The “Event Committee” shall have control of the planning of the event. He/she shall be responsible for the selection of the Contest Director (CD) and that a minimum standard for conduct is maintained and that financial reporting for the club events is maintained. All club fund expenditures for events must be approved by the “Event Committee” for that event, and the Committee Director, before the Treasurer can disperse funds.

- H. **Field Marshal**: Shall assure all AMOS facilities are maintained properly and report facility status to the Board as appropriate. The Field Marshall will oversee the day to day operations of each of the individual areas of the facility, i.e. Car tracks, Control Line circles, etc.

- I. **Newsletter Editor**: Shall publish a club newsletter that will be both informative to the membership as well as a liaison to the public. He/She shall obtain from the membership, information that the members would like to have researched and added to the monthly newsletter. The Newsletter shall be an open forum for any member to boice his or her opinion, in editorial form.

- J. **Immediate Past President**: His/Her duty is to provide continuity between Administrations. In the event that the current President is re-elected, the immediate Past President will continue for the next year.