

Position Description



Position	Secretary
General Summary of position	
The secretary is responsible for club governance, compliance and adherence to applicable local council, state and federal laws, rules according to Model Aeronautical Association of Australia (MAAA) and the Model Aeronautical Association of Queensland (MAAQ).	
Responsibilities	
<p>The secretary position is responsible for;</p> <ul style="list-style-type: none"> • Organising committee meetings • Ensuring the club and its members adhere to the Constitution and By Laws and Code of Conduct • Liaise with key corporate bodies to provide updates and changes to club information • Reviewing the processes and procedures of the club and implementing changes with approval of committee • Keeps a record of all correspondence in and out of the club • Updates the RAMS Central Register with all relevant information; <ul style="list-style-type: none"> ○ Assets ○ Keys ○ Life members ○ Disciplinary ○ Committee Decisions • Communicating with members regarding membership, Annual General Meetings (AGM), newsletters and bulletins as and when required. • Incident Reporting: Extract from the MAAA MOP001 regarding incident reporting: <ul style="list-style-type: none"> ○ The Club Secretary and/or Safety Officer is responsible for coordinating the collection; <ul style="list-style-type: none"> ▪ of reports and details of the accident. If a Group is running a contest or event at a Club field then the Contest/Display Director is responsible for coordinating the collection of reports and details of the accident. He/She is also responsible for ensuring that the host Club is kept informed of the investigations and findings. ○ The Club Secretary (...) is responsible for immediately contacting the MAAA Federal Secretary and State Association Secretary to advise of the accident/incident, obtaining the necessary forms and ensuring they are complete ○ The Club Secretary (...) is responsible for sending the completed forms and other documentation to the State Association Secretary and MAAA Secretary as soon as possible after the accident/incident. 	

Tasks			
When	What	How	Comment / Contacts
Jan	Contact Redlands Council to book all 3 fields for next 6 months	Check out RCC Bookable Spaces Directory Redland City Council citysportvenues@redland.qld.gov.au 07 3829 8999	Be prepared to provide them with Public Liability Insurance

Tasks			
When	What	How	Comment / Contacts
		Print out confirmation of field bookings and pin to Hangar corkboard	Certificate of Currency
	RAMS Asset Register	Do a quick eyeball over the equipment RAMS has and update the Assets Tab in the RAMS CENTRAL REGISTER which is in the Secretary Folder under Governance Documentation.	This impacts the Company Return to the Department of Fair Trading to ensure we are under the \$20k limit and maintaining our Class 1 status. If we go to Class 2 (over \$20) it changes the Auditor requirement to be a CPA.
Feb	Hold Committee Meeting		
Mar	Risk Assessment Review	Establish a sub-committee of three people to review Risk Assessment. Modify and agree changes and actions. Update risk assessment document and re-load to website (PDF)	The original of this file is in Secretary folder under Governance\Risk Assessment.
Apr			
	Hold Committee Meeting		
	Renew registration with MAAQ	Wait for MAAQ to provide advice	
May	Receive communication from MAAQ and MAAA regarding their fees. Once this is received, meet with RAMS Committee to adjust RAMS Members fees accordingly	Email from MAAQ Secretary	
	Email all members;	<ul style="list-style-type: none"> Renewal of membership is due (Expiry 30th June each year) Requesting interest in Committee positions for AGM in August 	An AGM must be held within 6 months of the end of financial year (30 th June)
June	Request Nominations of Committee Positions; Send out email and print form to put up on door of Hangar requesting nominations for next committee	Print out and stick to door in hangar	
	Send Public Liability Certificate of Currency to RCCC	They will request this advising that it has expired. Go to the MAAA website as the certificate of currency should be loaded up there. Just download this and send the PDF off to them.	
July	Contact Redlands Council to book all 3 fields for next 6 months		
	Hold Committee Meeting		
Aug	Hold Annual General Meeting (AGM)		

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When	What	How	Comment / Contacts
	Report Change of Officials to MAAA (within 14 days) Use MAAA Form	Email details of new committee to secretary@maa.asn.au	Ensure each person is identified against their role on the committee; President, Secretary, etc.
	Report Change of Officials to Office of Fair Trading (within 14 days)	You can use the Smart Forms Portal to do it... https://portal.lgft.justice.qld.gov.au/	
	Report Change of Officials to Heritage Building Society (within 14 days)	Only report if signing authority has changed. You will require a form from them and it's a nightmare to complete (Signatory Form)	Only required if signatories have changed.
	Report Change of Officials to RCC (within 14 days)	Email rcc@redland.qld.gov.au with changes to committee positions as well as contact details of committee members (RCCC City Sport and Venues team on 07 3829 8216)	
	Report Change of Officials to Hockey Club	secretary@redlandshockey.com.au info@redlandshockey.com.au	
	Report Change of Officials to Cricket Club	presidentctcc@gmail.com	
Sept	Setup Christmas Sub Committee to commence XMAS Party planning	Email members seeking interested parties.	Read through RAMS XMAS Party Model document in Secretary files
Oct			
Nov	Hold Committee Meeting		
Dec	Hold Christmas Party		

Specific Notes

What	Comment
PO Box	The PO Box 3343 at Victoria Point is currently (as at 3/8/20) setup to notify by email (secretary@rams.asn.au) if there is any mail waiting for collection at the PO Box. The key to the PO Box will be handed over from the previous secretary. The PO Box is under the name of Rodney Clarke however if you want to change it you just have to present a notice of change of office bearers on RAMS Letterhead.
Fees	When MAAQ and MAAA set their fees for the next financial year (roughly about April / May) discuss RAMS fee structure with committee and produce a new Renewal/Membership form. Load form to website around May June before calling for new members.
On receipt of MAAA renewal of Public Liability Insurance	<ol style="list-style-type: none"> 1. Send copy to Redlands City Council at rcc@redland.qld.gov.au 2. Update PDF copy on website under Member Resources

What	Comment
AGM Process	<ol style="list-style-type: none"> 1. Create a report to be read at the AGM containing; <ol style="list-style-type: none"> a. Achievements throughout the year b. Current total membership 2. Have previous years AGM Minutes <ol style="list-style-type: none"> a. Request minutes to be approved 3. Print out a list of current members who have renewed from the MAAA Database and check these off. Make sure there is no one attending who is NOT a financial member (They are not allowed to vote) 4. Create minutes of the AGM Meeting <ol style="list-style-type: none"> a. Type up and distribute the minutes of the meeting (This is the responsibility of the outgoing Secretary as their last act) 5. Printout AGM Minutes and have outgoing President sign off on hardcopy and pin on corkboard in Club Hangar. 6. PDF the minutes and upload to the website under 'Meeting Minutes'
Risk Assessment	<p>The Risk Assessment document is one of the most important documents for RAMS (the others are the Constitution and By-Laws). This document has visibility up to CASA if an event occurs and is critical that it is reviewed and kept up to date on a 12 month basis.</p>