

## **BAS Officer position description**

(As of 11/12/2022)

### **President**

The Club President is the Chief Executive Officer of the Club. In that capacity he/she is responsible, directly or indirectly, for all Club activities, policies and procedures. The president presides at all Club meetings and acts as spokesman for all matters pertaining to the Club. These include, but are not limited to, interfacing with the City of Boulder and City Council issues, Club finances and capital proposals, Membership issues as well as miscellaneous issues regarding the activity of the Boulder Aeromodellers Preservation Committee (BAPC). The President makes all appointments for special duties such as Instructor Coordinator, Instructors and Event directors as well as any other ad hoc positions, as required.

The President presides over the Executive Committee and is a voting member of that group. Upon termination of the final year of service, the President automatically becomes Senior Advisor for a period of one year.

The President is a voting member on the Executive Committee and is elected for a term of one year. There are no term limits.

### **Vice President**

The primary responsibility for the VP is to act for the President when the President is unable to serve. This includes chairing Club meetings and interfacing with outside groups that have influence on Club activities (AMA, FAA, Boulder Open Space/Parks & Recreations and City Council). In addition, this position serves as the Club Executive Committee representative on the BAS Preservation Committee and is the liaison between the two groups. The position is also responsible for email contact to the general membership for issues impacting operations of the Club (emergency field closures/restrictions, AMA/FAA communications, etc).

The VP is a voting member of the Executive Committee and is elected for a term of one year. There are no term limits.

### **Secretary**

The Secretary acts as both the recording and correspondence secretary for the Club. In that capacity he/she attends the meetings and records the number of members present and a summary of the discussions held at the meeting. Within one week after the meeting, the secretary forwards the minutes to the Webmaster for posting..

The secretary is responsible for all official correspondence with the AMA and is the contact person between the Club and the AMA. In that capacity, the position is responsible for filling out and filing the annual Club Charter which provides AMA insurance for the Club.

The secretary is a voting member on the Executive Committee and is elected for a term of one year. There are no term limits.

### **Treasurer**

The Treasurer shall handle all club money, including collecting dues from the Membership Coordinator, payment of all bills and expenses, and maintaining the financial records of the club. He/she will present a financial report at club meetings, and provide all records for the annual financial audit.

The treasurer is a voting member on the Executive Committee and is elected for a term of one year. There are no term limits.

### **Membership Coordinator**

The Membership Coordinator is responsible for maintaining the Club and Float Fly rosters, collecting dues and issuing membership cards. The position has input into the RC Club program/database which is available to Club elected and appointed officers. This database must be updated *regularly* to account for changes in membership and/or status of the members. Certain data in the program are also updated to the BAS website and are available to all Club members. A windows PC is required for program activities.

The coordinator is responsible for obtaining, and keeping track of, the supplies required to carry out the function (card stock, printer supplies, lamination materials/device, postage stamps, etc.). Monetary outlay for these supplies must be submitted through the Treasurer for reimbursement.

The position is responsible for the establishment and communication of the gate lock combination to the membership. It is also required to transfer any funds collected, with proper documentation, to the Club Treasurer on a timely basis. The position participates in the annual Club financial audit.

The Membership coordinator is an appointed position with no term limits. It is a non-voting member of the Executive Committee.

### **Safety Coordinator**

The Safety Coordinator is an appointed position that is responsible for all safety related activities at the field. This includes posting the current AMA safety regulations and Club Field Operating procedures. The position is responsible to see that all rules are adhered to by all users of the BAS field. When necessary, the position will institute necessary disciplinary action. The coordinator must have an e-mail address which is provided to the AMA.

The Safety Coordinator is an appointed position with no term limits. It is a non-voting member of the Executive Committee.

### **Float Fly Coordinator**

The Float Fly Coordinator responsibilities are:

- Coordinate and interface with the Boulder Reservoir Manager (currently Stacy Cole) to maintain agreement for days/time that BAS can fly at the reservoir and/or any other issues regarding float flying activities.
- The coordinator is responsible to ensure that the Colorado State boat and trailer registration fees are paid each year (typically paid on-line via credit card with reimbursement from Treasurer).
- Prior to March of each year ensure the necessary registration process with the Boulder Reservoir is completed by filing an on-line application, obtaining the required liability insurance certificate and taking the boat over to the Reservoir for inspection and registration payment (typically paid via credit card with reimbursement from the Treasurer).
- Maintain the float fly boat and trailer to ensure that it's DRY, clean and acceptable for the reservoir gate inspection and is in good operating condition. Maintenance of the boat includes trailer, oars and life vests,.
- Via e-mail, coordinate with all float fly members the day and time for any weekly flying and also ensure that the coordinator (or a club member) will take the boat out to the reservoir with a fully charged battery on the established flying day.

The Float Fly Coordinator is an appointed position with no term limits. It is a non-voting member of the Executive Committee.

### **Senior Advisor**

The Senior Advisor is the immediate past President and serves for a period of one year as a voting member on the Executive Committee. The purpose of the position is to insure continuity of the Committee.

### **Webmaster**

The Webmaster is an appointed position that maintains the Club website. The club website is [www.boulderaero.org](http://www.boulderaero.org). The webmaster is responsible for light maintenance of the site, to include repairing broken links; adding activity information for other local clubs as available; updating club officer contact information at the start of each calendar year; answering or forwarding emails directed to the webmaster; and uploading the monthly meeting minutes, to include establishing the appropriate new links. The site is currently maintained using Adobe's Dreamweaver application, however any HTML capable editor can be used. The member listing, BAS activity calendar, BAS media gallery, and club member frequency use pages are all automatically updated by an application called "The R/C Club Manager." While the webmaster has control of all website formats and content maintenance, it would be expected that changes to look and feel would be peer reviewed before implementation.

The webmaster is an appointed position with no term limits. It is a non-voting member of the Executive Committee.

### **Club Auditor**

The Club Auditor is responsible for conducting the yearly audit of the Club finances.

The Club by-laws require that an audit of the club's funds be performed at least once annually. Although no specific month is defined, the audit should be performed early in the year after the change of officers.

The club has two officers handling the funds which provides for a separation between income and deposits allowing for cross checking.

The Treasurer is responsible for maintaining the bank account including all deposits and withdraws. The Treasurer also maintains all support documentation including bank statements, receipts and transfer sheets (as described below). Currently the treasurer uses Quicken for internal accounting.

The Membership Coordinator is responsible for the collection of all dues and assessments. The funds collected are recorded in the club's management program. A transfer sheet is created by the Membership Coordinator for tracking the transfer of money to the Treasurer for deposit. The club's management program has a facility to extract the dues and assessment data needed for the audit.

The basic audit requirements would be to ensure that all expenses recorded on the bank statements are supported by a receipt, or

otherwise validated, and that all income is recorded on the bank statement as a deposit.

In addition to the funds audit, the club maintains a budget analysis which is updated by the auditor using the information collected during the audit. The current budget analysis is maintained on an Excel spreadsheet.

The results of the audit and the updated budget are reviewed with the Treasurer and Membership Coordinator before being presented to the officers and club members for acceptance at a club meeting.

Upon completion and acceptance of the Audit, all audit documentation is then provided to either the Web Master (software output) for storage on the club website or the Secretary (hard copy) for future availability.

Although not mandatory, the availability of a Windows PC and a spreadsheet program may be desirable in performing the audit. A Windows PC is required to run the club program containing dues and assessment data. In the event that the auditor does not use a Windows PC the program is capable of producing hard copy output. Duplicating the software and database used by the Treasurer (currently Quicken) is also useful however hard copy of this data should also be available.

The auditor is an appointed position with no term limits. It is a non-voting member of the Executive Committee.

**Chairman of the Boulder Aeromodelers Preservation Committee (BAPC)**

The BAPC chairman chairs the BAPC. The committee is composed of the Chairman, the BAS VP and volunteers from within the Club and community. It's Chairman's responsibility is to represent the Club on all matters pertaining to the preservation of the current flying site by interfacing with the variety of outside organizations impacting on that site. These include, but are not limited to, the City of Boulder, the Boulder City Council, Parks and Recreations, Open Space, AMA and FAA. The chairman reports directly to the Club President. In addition, should it become necessary to move the flying site, this position will act as the focal point on the overall project.

The chairman is an appointed position with no term limits. It is a non-voting member of the Executive Committee.