

Roles and responsibilities of Pico Club office bearers:

ROLES & RESPONSIBILITIES

PRESIDENT To oversee club direction and communicate these to/with club membership and the HGFA. Primary point of communication between the club and the HGFA. To develop new club initiatives and organise club board to research, develop and install these. To lead, encourage, monitor and performance manage other board members in their roles. To represent the membership of the club in discussions and presentations to HGFA/CASA and in political and commercial activities where necessary. The Club president is responsible for the performance of the Board members

VICE-PRESIDENT Assist the President in his roles and when the President is unavailable to carry out these roles. To liaise with the President and other board members to develop new initiatives .

SECRETARY To carry out all the administrative duties in-so-far-as record keeping, minutes of meetings, lodgement of legal documentation is concerned. To call for, and administer, when necessary, Board and AGM meetings. The secretary is responsible for maintaining and keeping up-to-date all club procedures, club records, club statutory documents and club membership listings and to provide this information in an urgent manner when requested by the president. The secretary will ensure that all documents related to the clubs activities are available to all club members on request. To ensure any necessary affiliation documents are submitted when necessary. The secretary's role is a key position on the Board and it is expected that the secretary is active in improving value for money for the club members.

TREASURER Responsible for the methodology, timeliness and accuracy of signing up of new members. As part of the financial transactions documentation, the treasurer will communicate on a regular basis with the secretary on membership payments and current membership lists. To keep current and auditable financial records for the club. Liaise with the club secretary to provide financial statements, as and when required, to the HGFA and the Office of Fair Trading. When necessary submit funding applications to the HGFA and liaise with them to secure such funding. To ensure club bank accounts are kept current and in good order. Provide payments to board approved beneficiaries when authorised.

SENIOR SAFETY OFFICER The Club SSO is pro-active in promoting PPG safety related activities and will engage pilots in safety matters. To investigate and report on, to the required bodies, any accidents and incidents occurring at club sites. To ensure activities at club sites are conducted using all safety procedures and systems available and current.

PUBLIC OFFICER The "Public Officer" for the club in accordance with the requirements under the clubs "association" through the Office Of Fair Trading Victoria.