

Extract from the clubs Constitution on the roles of Office bearers.

6.3 President

The duties of the President shall be:

- a) To act as chairman of all meetings of the Club and of the Committee.
- b) To be responsible for the financial state of the Club.
- c) To supervise all other members of the Committee in their duties.
- d) To conduct the business of the Club.

6.4. Secretary

The duties of the secretary shall be:

- a) To be responsible for receiving, answering and recording all correspondence.
- b) To call meetings of the Committee and of the Club.
- c) To take minutes of all meetings and to keep a record of these in a permanent minute book.
- d) To keep permanent records of all important Club correspondence.

6.5. Treasurer

The duties of the treasurer shall be:

- a) To pay all Club monies into club accounts.
- b) To produce a financial statement at each ordinary committee meeting and at the Annual General Meeting.
- c) To bring all financial obligations of the Club to the notice of the Committee.
- d) Keep a progressive estimate of the hourly cost of operating the aircraft.

6.6. Vice President

The duties of the Vice President Shall be:

- a) To assist the President with the running of the Club.
- b) To keep a permanent and up to date record of the members, their postal or residential address, the payment of subscriptions, and to process the enrolment of new members.
- c) To chair all meetings in the absence of the President.

6.7. Maintenance Officer

The duties of the Maintenance Officer shall be:

- a) To act for the Committee to determine what maintenance shall be carried out on the Club aircraft.
- b) To liaise with engineers maintaining the aircraft and to ensure that the aircraft are well maintained.
- c) To report to each Committee meeting and the Annual General Meeting on aircraft maintenance.

6.8. Campus Pilot Editor

The duties of the "Campus Pilot Editor" shall be:

- a) To produce regular editions of the magazine.
- b) To organize the effective distribution of the magazine to Club members and to any other interested parties associated with the Club.