



P&DARCS

Pakenham and District Aircraft Radio Control Society

Pakenham and District Aircraft Radio Control Society (P&DARCS)

Position Description: Vice President

Term: Elected annually at the AGM

Reports to: Club President and Committee

Reference: P&DARCS Operational Procedures/Club Constitution and MAAA Procedures

Role Overview

The Vice President supports the President in providing leadership and governance of P&DARCS and acts on their behalf when required. This role plays a key part in ensuring continuity of leadership and promoting compliance with MAAA policies and club values. The Vice President also undertakes specific duties as delegated by the President or Committee.

This role has Financial Authority, and the Vice President may incur expenses of up to \$200 without prior Committee approval.

Key Responsibilities

- **Leadership Support**
 - Assist the President in the execution of their duties, including chairing meetings, representing the club, and decision-making.
 - Act as President in their absence at General, Committee, and Special Meetings.
 - Help promote an inclusive, respectful, and safe club culture in line with the MAAA Code of Conduct and Safety Policies.
- **Governance & Representation**
 - Support the implementation of MAAA and club governance practices.
 - Represent the club at external events, meetings, or forums as required.
 - Be available to assist with conflict resolution or member concerns in a fair and impartial manner.
- **Committee & Operational Support**
 - Take an active role in committee discussions, planning, and club initiatives.
 - Lead or support specific projects or working groups (e.g., event planning, infrastructure upgrades, policy development).
 - Assist in ensuring compliance with MAAA insurance, safety, and incident reporting procedures.

Skills & Attributes

- Leadership capability and sound judgement
 - Good communication and interpersonal skills
 - Familiarity with MAAA procedures and club operations
 - Willingness to collaborate and step into leadership when needed
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Commitment

- Attend and contribute to all committee and general meetings
 - Be available to support the President and club members throughout the year
 - Promote the long-term sustainability and reputation of P&DARCS
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For more information, refer to the [P&DARCS Club Documentation](#) page.