



P&DARCS

Pakenham and District Aircraft Radio Control Society

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

Position Description: Registrar

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 Registrar manages the membership records of P&DARCS, ensuring all member details, renewals, and registrations are accurate and up to date. The role is responsible for coordinating new member applications, renewals, and the registration of members with the MAAA and VMAA in accordance with MAAA procedures.

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

Key Responsibilities

- **Membership Management**
 - Maintain an up-to-date register of all current members, including contact details, membership status, and MAAA/VMAA affiliations.
 - Process new membership applications in consultation with the committee.
 - Coordinate annual membership renewals, ensuring payments are received and members are registered promptly.
- **MAAA & VMAA Registration**
 - Register all eligible members with the MAAA and VMAA via the MAAA Membership Portal or other official process.
 - Ensure timely submission of member data in accordance with any MAAA procedures where applicable.
 - Monitor and report on member insurance coverage, ensuring no unregistered member flies.
- **Communication & Records**
 - Liaise with the Treasurer to reconcile membership payments.
 - Provide updated membership lists to the committee and relevant officers (e.g. Safety Officer, Instructors).
 - Notify members of expiring memberships and provide guidance on renewal processes.

Skills & Attributes

- Strong attention to detail and record-keeping
 - Good communication and interpersonal skills
 - Familiarity with MAAA membership systems or willingness to learn
 - Ability to maintain confidentiality and accuracy in handling member information
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Commitment

- Attend monthly committee meetings and report on membership matters
 - Be available during the peak membership renewal period (typically June–July)
 - Ensure all members are registered and insured in accordance with MAAA requirements
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For more information, refer to the [P&DARCS Club Documentation](#) page.