



P&DARCS

Pakenham and District Aircraft Radio Control Society

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

Position Description: Ordinary Committee Member(s)

Term: Elected or appointed annually at the AGM (or at the discretion of the committee)

Reports to: Club President and Committee

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

Role Overview

An Ordinary Committee Member(s) plays an active role in the governance and operation of P&DARCS. They contribute to committee discussions, support club initiatives, and assist in ensuring the club operates in line with MAAA procedures, club rules, and community expectations. While not holding a specific portfolio, they are essential to the collective leadership of the club. Roles and responsibilities may be determined at the discretion of the committee, as per the club by-laws.

This role has no Financial Authority, and the Ordinary Member(s) may not incur any expenses without prior Committee approval .

Key Responsibilities

- **Governance & Participation**
 - Attend and contribute to monthly committee meetings and general meetings.
 - Assist in decision-making on matters of club management, safety, finance, membership, and events.
 - Review and support compliance with MAAA procedures and P&DARCS Constitution.
- **Support of Club Activities**
 - Assist other committee members with tasks and projects as needed (e.g. events, maintenance, safety initiatives).
 - Participate in working bees, displays, and public engagement events.
 - Represent the club positively to members and the wider community.
- **Monitoring & Feedback**
 - Provide feedback and insights from the general membership to help guide committee decisions.
 - Help identify issues or opportunities for improvement in club operations.
 - Promote safe, inclusive, and respectful behaviour on and off the field.

Skills & Attributes

- Willingness to contribute to committee work and club activities
- Sound judgement and ability to work cooperatively in a team
- Familiarity with club operations and MAAA flying procedures (or willingness to learn)
- Respectful, proactive, and supportive attitude

Commitment

- Attend committee and general meetings regularly
- Support club events, projects, and working bees as required
- Be a reliable and active part of the team that ensures P&DARCS remains a safe, well-run, and welcoming club

For more information, refer to the [P&DARCS Club Documentation](#) page.