



P&DARCS

Pakenham and District Aircraft Radio Control Society

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

Position Description: IT Manager

Term: Appointed or elected annually at the AGM

Reports to: Club President and Committee

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

Role Overview

The IT Manager is responsible for managing and maintaining the club's digital systems and online presence. This includes oversight of the club website, email services, online membership tools, configuration of ZOOM meetings, and ensuring data security and integrity in accordance with good practice and MAAA expectations.

This role has Financial Authority, and the IT Manager may incur expenses up to \$250 without prior Committee approval.

Key Responsibilities

- **Website & Digital Infrastructure**
 - Maintain and update the club website, ensuring content is accurate, relevant, and accessible.
 - Ensure functionality of online services, such as membership forms, event registrations, and newsletters.
 - Manage hosting, domain registrations, and backups of the club's digital platforms.
- **Email & Communications**
 - Maintain and support club email accounts, including committee and official club addresses.
 - Ensure communications sent via email or posted online comply with MAAA guidelines and club policies.
 - Support the Secretary and other officers in distributing information to members.
- **Systems & Data Management**
 - Assist the Registrar and Treasurer in managing secure digital records of membership and payments.
 - Ensure that data storage and communication tools meet privacy and cybersecurity standards.
 - Implement appropriate access controls for committee and administrator-level accounts.
 - Implement and maintain as required digital technology at the club facility with regard to security systems (including gate/door access), weather data, internet services etc.

- **Support & Innovation**

- Provide basic IT support to committee members as needed.
- Recommend upgrades or new technologies to improve club operations, communication, and member engagement.

Skills & Attributes

- Competence with web platforms, email systems, and basic IT infrastructure
- Problem-solving mindset and a proactive attitude
- Familiarity with data privacy, backup procedures, and digital communications
- Ability to work cooperatively with non-technical committee members

Commitment

- Attend monthly committee meetings and provide IT updates as required
- Respond to IT issues and content updates in a timely manner
- Ensure digital systems support the safe, effective, and transparent operation of the club

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