



P&DARCS

Pakenham and District Aircraft Radio Control Society

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

Position Description: Special Interest Group (SIG) Coordinator

Term: Appointed annually by the Committee (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

The Special Interest Group (SIG) Coordinator acts as the liaison between external flying groups and the P&DARCS Committee. The role ensures that visiting groups wishing to use the club's facilities do so in accordance with MAAA policies, P&DARCS field rules, and with appropriate coordination, safety, and oversight.

This role has no Financial Authority, and the SIG Coordinator may not incur any expenses without prior approval from the Committee.

Key Responsibilities

- **External Group Liaison**
 - Serve as the primary contact point for SIGs and external aeromodelling groups seeking access to P&DARCS facilities.
 - Facilitate bookings for field use, ensuring alignment with the club calendar and committee approval.
 - Communicate clearly with visiting groups about club expectations, safety rules, and site conditions.
- **Safety & Compliance**
 - Ensure all visiting pilots are affiliated with the MAAA or have appropriate insurance coverage.
 - Confirm that visiting groups operate in accordance with any relevant MAAA MOPs where applicable.
 - Coordinate with the Safety Officer to ensure safe operations during SIG activities.
- **Operational Coordination**
 - Notify committee and members in advance of SIG visits or events to minimise disruption.
 - Assist in planning and logistics for special events hosted by or in partnership with SIGs.
 - Provide a brief report to the committee after each SIG activity, noting participation, issues, or recommendations.

Skills & Attributes

- Strong communication and coordination skills
- Understanding of MAAA affiliation and insurance requirements
- Respectful, diplomatic, and well-organised
- Able to work collaboratively with both internal members and external visitors

Commitment

- Attend committee meetings when required to report on SIG activities
- Be responsive to SIG enquiries and assist with event coordination
- Promote a welcoming and well-managed experience for all visitors to P&DARCS

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