



P&DARCS

Pakenham and District Aircraft Radio Control Society

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

Position Description: Club Secretary

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 Secretary is a key administrative officer of P&DARCS, responsible for managing the club's correspondence, records, and documentation in accordance with MAAA policies and club requirements. The role ensures the smooth operation of club communications, supports the committee, and maintains compliance with official obligations.

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

Key Responsibilities

- **Correspondence & Communication**
 - Act as the main point of contact for all club correspondence (postal and electronic).
 - Respond to and distribute relevant communications from members, MAAA, VMAA, local authorities, and other stakeholders.
 - Maintain accurate records of incoming and outgoing correspondence.
- **Meetings & Minutes**
 - Prepare agendas and distribute notices for General, Committee, and Annual General Meetings (AGM).
 - Record accurate minutes of all meetings and circulate them to members in a timely manner.
 - Ensure all decisions and actions from meetings are clearly documented and followed up.
- **Records & Documentation**
 - Maintain the official register of club members in coordination with the Registrar.
 - File and securely store club records including meeting minutes, policies, incident reports, and correspondence.
 - Ensure compliance with any MAAA record-keeping and reporting procedures.

- **Compliance & Reporting**

- Assist with lodging required reports and returns to regulatory bodies (e.g., annual returns to Consumer Affairs Victoria if required).
 - Maintain awareness of MAAA, CASA and VMAA governance requirements and advise the committee accordingly.
 - Update the MAAA membership database with club information as required.
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Skills & Attributes

- Strong written communication and organisational skills
 - Attention to detail and ability to manage multiple responsibilities
 - Familiarity with MAAA governance and club procedures and CASA regulations
 - Reliable, discreet, and able to work cooperatively with committee members
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Commitment

- Attend monthly committee and general meetings
 - Provide timely administrative support to the club throughout the year
 - Ensure continuity of records and communications for future committees
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For more information, refer to the [P&DARCS Club Documentation](#) page.