

**OROVILLE AIR CORPS  
JOB DESCRIPTION**

Rev. 12/29/2005

Position: **President**

**RESPONSIBILITIES:**

- A. Serves as chief officer maintaining relations with AMA and ensuring necessary AMA requirements are fulfilled.
- B. Suggests, implements and reviews club policy, by-laws and programs together with the OAC officers/directors.
- C. Monitors and approves club expenditures, fund raising activities, treasury reports and fiscal activities in general.
- D. Assists in determining yearly program schedule/goals.
- E. Conducts monthly business meetings determining agenda as required.
- F. Reviews and edits monthly newsletter for finalization prior to its publication and submits periodic articles.
- G. Schedules and conducts periodic meetings of Board of Directors and officers determining agenda as required.
- H. Solicits membership for Tech Night topics and appropriate instructors. Assists in scheduling Tech Nights and determining locations.
- I. Solicits volunteers or assigns responsibilities to conduct/perform club functions as the needs arise.
- J. Maintains flying site(s) availability and acquisition.
- K. Continuously surveys the needs/goals of the OAC and implements action to accomplish same.
- L. Assists in compiling a nominating committee to establish the slate of officers/director candidates for the following year.

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POSITION: **Past President**

RESPONSIBILITIES:

- A. As President "ex officio" performs/assumes the same duties as those of a director as follows:
- B. Together with all the rest of the club leadership, continuously reviews club policy, by-laws, and programs monitoring for conformance and achievement of club goals.
- C. Continuously surveys the needs/goals of the OAC received from the membership for discussion and evaluation at Board of Directors meetings.
- D. Assists in conducting various club activities when called upon by President/Vice-President.
- E. Takes an active roll in meeting and greeting visitors and prospective members.
- F. Assists in compiling a nominating committee to establish the slate of officers/directors candidates for the following year.
- G. Assists in determining fund raising activities and conduction of same.
- H. In the event volunteers are not available to sell meal tickets at a business meeting, the secretary and/or directors serve as temporary substitutes.
- I. Assists in conducting the monthly business meeting fund raising activities, if necessary.
- J. When called upon by the President, submits a written topic for inclusion in the monthly news letter (i.e. Tech subject, event attended, notification of upcoming event, product report/recommendation, safety incident, etc.)
- K. Assumes and fulfills the responsibilities of the President in the event of the President's and Vice-President's inability to participate due to absence or illness.

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POSITION: **Vice-President**

RESPONSIBILITIES:

- A. Assumes and fulfills the responsibilities of the President in the event of the President's inability due to absence or illness.
- B. Acts as club Historian by maintaining an album of photographs, pamphlets, flyers, etc. of club activities.
- C. Establishes and maintains a flying instructors cadre.
- D. Surveys and monitors new members interested in attaining "solo" certificates and introduces them to available instructors.
- E. Assists in the continuous survey of the needs/goals of the OAC and the implementation of actions to accomplish same.
- F. Assists in monitoring OAC scheduled activities to assure timely and successful accomplishment.
- G. Assists in compiling a nominating committee to establish the slate of officers/directors candidates for the following year.
- H. Performs audit of treasury activity/reports at year-end prior to election of new treasurer.
- I. Assists in reviewing club policy, by-laws and programs.
- J. When called upon by the President, submits a written topic for inclusion in the monthly news letter (i.e. Tech subject, event attended, notification of upcoming event, product report/recommendation, safety incident, etc.)

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POSITION: **Treasurer**

RESPONSIBILITIES:

- A. Serves as recipient of incoming funds transferring same to appropriate bank account(s).
- B. Issues checks to cover OAC expenditures.
- C. Maintains auditable records of all monetary transactions conducted.
- D. Prepares treasury reports and articulates to the membership during business meetings on a quarterly basis.
- E. Maintains records in a manner that allows easy retrieval of specific expense/earnings data (i.e. raffle plane expenses versus earnings, monthly and yearly raffles data, monthly meal participation, etc.)
- F. When called upon by the President, submits a written topic for inclusion in the monthly news letter (i.e Tech subject, event attended, notification of upcoming event, product report/recommendation, safety incident, etc.)

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POSITION: **Secretary**

RESPONSIBILITIES

- A. Records discussions, decisions and activities occurring at business meetings and Board of Directors meetings and maintains chronological file of same.
- B. Prepares copy of meeting minutes and submits to newsletter publisher after review by the President.
- C. Initiates outgoing correspondence as required by club leadership staff and maintains file copies.
- D. Maintains file of incoming correspondence.
- E. In the event volunteers are not available to sell meal tickets at a business meeting, the secretary and/or directors serve as temporary substitutes.
- F. Purchases and mails "Get Well" and "Bereavement" cards as directed by President/Vice-President.
- G. Maintains a current listing of club members names, addresses, phone numbers, AHA numbers, etc. and includes their current dues status. (This must be coordinated with data received from the Treasurer.)
- H. When called upon by the President, submits a written topic for inclusion in the monthly news letter (i.e. Tech subject, event attended, notification of upcoming event, product report/recommendation, safety incident, etc.)

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POSITION: **Director**

RESPONSIBILITIES:

- A. Together with all the rest of the club leadership, continuously reviews club policy, by-laws, and programs monitoring for conformance and achievement of club goals.
- B. Continuously surveys the needs/goals of the OAC received from the membership for discussion and evaluation at Board of Directors meetings.
- C. Assists in conducting various club activities when called upon by President/Vice-President.
- D. Takes an active roll in meeting and greeting visitors and prospective members.
- E. Assists in compiling a nominating committee to establish the slate of officers/directors candidates for the following year.
- F. Assists in determining fund raising activities and conduction of same.
- G. In the event volunteers are not available to sell meal tickets at a business meeting, the secretary and/or directors serve as temporary substitutes.
- H. Assists in conducting the monthly business meeting fund raising activities, if necessary.
- I. When called upon by the President, submits a written topic for inclusion in the monthly news letter (i.e. Tech subject, event attended, notification of upcoming event, product report/recommendation, safety incident, etc.)