

# NorthWest Scale Aero-Modellers' Role Descriptions

## Director

- Coordinates communication between the Area Coordinators and other positions within the NorthWest Scale Aero-Modellers.
- Chairs elected officers meetings
- Works with the Treasurer/Membership Coordinator
- Recruiting new Regional Qualifiers, visiting qualifiers, offering support
- Supports Contest Directors, Training Judges, certification process
- Recruiting Area Coordinators
- Relay ideas and suggestions back to AMA/MAAC and other Scale Aero-Modeling organizations.
- Promotes Scale Aero-Modeling.
- Involved with sponsorship in area, for both Regional Scale Contests and the North West Championships.
- Participates in the NWSAM decision making process - communicating and voting with the Area Coordinators and Vice-Director.
- Coordinates a Website for the North West Scale Aero-Modellers; <http://www.nwsam.org/>
- Provide a report for the North West Scale Aero- Modellers newsletter.
- Maintains a communication link to AMA /MAAC District VP's Concerning Scale Activities in the Region
- Ensure enough time is taken each week to fly or work in the shop.

## Vice-Director

- In the absence of the Director - Acts on behalf of the Director.
- Coordinates communication between the Area Coordinators and other positions within the NorthWest Scale Aero-Modellers.
- Promotes Scale Aero-Modeling.
- Recruiting new Regional Qualifiers, visiting qualifiers, offering support
- Supports Contest Directors, Training Judges, certification process
- Recruiting Area Coordinators
- Relay ideas and suggestions back to AMA/MAAC and other Scale Aero-Modelling organizations.
- Involved with sponsorship in area, for both Regional Scale Contests and the North West Championships.
- Participates in the NWSAM decision making process - communicating and voting with the Area Coordinators and Director.
- Coordinates a Website for the North West Scale Aero-Modellers; <http://www.nwsam.org/>
- Develop area Coordinators in the North West.
- Provide a report for the North West Scale Aero- Modellers newsletter.
- Ensure enough time is taken each week to fly or work in the shop.

## North West -Area Coordinators

- Maintains a communication link to AMA/MAAC District VP's Concerning Scale Activities in the Region.

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- Promotes Scale Aero-Modeling.
- Develop a communication link (e-mail) to those interested in Scale Aero-Modelling.
- Identify opportunities to improve Scale Aero-Modeling and relay ideas and suggestions back to North West Director and the other Area Coordinators
- Recruiting new Scale Contests, visiting qualifiers, offering support
- Provides support to area; Contest Directors, Training Judges, utilizing the N.W. certification process
- Contact point for Scale Contest rules
- Involved with sponsorship in area, for both Regional Scale Contests and the North West Championships.
- Participates in the NWSAM decision making process - communicating and voting with other Area Coordinators, the Vice-Director and Director.
- Provide a report for the North West Scale Aero- Modellers newsletter.
- Maintains a communication link to AMA/MAAC District VP's Concerning Scale Activities in the Region
- Ensure enough time is taken each week to fly or work in the shop.

## **Judging Administrator**

- Promotes Scale Aero-Modeling
- Coordinates the Judges Certification program
- Maintains a process for certifying judges
- Maintains Flight and Static Judging Quizzes
- Updates the Judges Quizzes based on changes to Rules and Guidelines
- Maintains a list of certified judges
- Provides a current list of active judges to the Treasurer/Membership Coordinator
- Ensures the judges are kept informed of changes in the Guidelines

## **Treasurer**

- Maintain financial records to show Income and Expenses.
- Maintains the membership list.
- Issues membership cards.
- Promotes Scale Aero-Modeling.
- Annual Report to the membership
- Ensure enough time is taken each week to fly or work in the shop.

## **Website Manager**

- Promotes Scale Aero-Modeling.
- Maintains a North West Scale Aero-Modellers website.
- Ensures the website is kept current.
- Reports on website activities to Area Coordinators and the Newsletter editor.
- Ensure enough time is taken each week to fly or work in the shop.

## **Contest Directors**

- Promotes Scale Aero-Modeling.
- Communicates guideline changes to contest pilots
- Ensures that AMA /MAAC safety guidelines are followed during the contest.

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- Provides input to Area Coordinators for Rules and Guideline improvements.
- Provides a list of participating contest judges to the Judging Administrator
- Reports contest results to Area Coordinator and National Organizations as required
- Ensure enough time is taken each week to fly or work in the shop.

## **Media/Marketing**

- Communicates with all forms of media to promote Scale Aero-Modelling in the North West.
- Assist media promotions with the club hosting the North West Championships.
- Contact Scale Interest companies to work with them in promoting their products and supporting the North West Scale Aero-Modellers events/activities.
- North West Championships sponsor contact person - solicits event sponsorship.
- Advise the Director and Area Coordinators of activities
- Provide a report for the NWSAM newsletter.
- Ensure enough time is taken each week to fly or work in the shop.

## **Newsletter Editor**

- Provides a positive Newsletter at a minimum of 3 times a year.
- Promotes Scale Aero-Modeling.
- Manages the Newsletter content based on the needs of the North West Scale Aero-Modellers.
- Reports to Area Coordinators about Newsletter activities.
- Ensure enough time is taken each week to fly or work in the shop.

## **Rules and Guidelines**

- Maintains Rules and Guidelines with input provided by Area Coordinators and Contest Directors.
- Advises the Judges Coordinator about changes to the Guidelines.
- Promotes Scale Aero-Modeling.
- Provides input to the NWSAM newsletter.
- Ensure enough time is taken each week to fly or work in the shop.