



**ELGIN MODEL
FLYING CLUB**

Committee Officers Terms of Reference

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Elgin Model Flying Club – Committee Terms of Reference

1) Purpose of the Committee

The Committee exists to:

- Run the club in line with the **Club Constitution**, BMFA affiliation requirements and relevant UK model flying rules/guidance.
- Provide safe, enjoyable model flying for members and visitors.
- Manage club resources fairly (finances, facilities, access, equipment).
- Promote training, good airmanship and a positive club culture.

2) Core Responsibilities (All Committee Members)

All committee members are expected to:

- Act in the best interests of EMFC and its members.
- Attend committee meetings regularly and participate constructively.
- Follow and promote the club's safety rules and BMFA guidance.
- Declare any conflicts of interest and step back from related decisions.
- Treat welfare/safeguarding matters sensitively and confidentially.
- Keep basic handover notes so the next volunteer isn't starting from scratch.

3) Authority and Decision Making

- The Committee can make day-to-day decisions for running the club, within the Constitution and any AGM/EGM resolutions.
- Decisions are normally by simple majority of those present.
- Safety and safeguarding concerns can require immediate action (see Safety Officer / Welfare Officer authority below).

4) Meetings (Suggested Operating Standard)

- **Frequency:** quarterly during the main season, plus ad-hoc meetings if needed.
- **Quorum:** as defined in the Constitution.
- **Minutes:** recorded and actions tracked.
- **AGM:** annual reporting from Chair, Treasurer and key officers.

5) Compliance Baseline

Committee members should help ensure the club and members are aware of:

- **BMFA Handbook guidance** for club flying field rules and safe operation.
- **BMFA/CAA requirements under Article 16** (where applicable) and club/site rules that reflect this.
- **BMFA safeguarding policy/guidelines** for juniors and vulnerable adults.

Chair – Terms of Reference

Role purpose

To provide overall leadership for the club, ensure the committee functions effectively and make sure EMFC operates safely, fairly and in line with the constitution and BMFA expectations.

Key responsibilities

- **Leadership & direction**
 - Set the tone for a positive, respectful club culture.
 - Help the committee agree priorities for the year (safety, site, membership growth, events, training).
 - Ensure decisions are made in the best interest of the whole membership, not individuals.
- **Governance**
 - Ensure the club acts within its constitution and any AGM/EGM resolutions.
 - Oversee that key policies exist and are reviewed (field rules, safeguarding/welfare process, complaints/discipline).
 - Ensure conflicts of interest are declared and managed.
- **Meetings**
 - Chair committee meetings: keep discussion focused, balanced and action driven.
 - Agree the agenda with the Secretary in advance.
 - Ensure actions are assigned with clear owners and timescales.
- **External relationships**
 - Act as a main contact for the landowner/tenant arrangements and local stakeholders (unless delegated).
 - Represent the club where required (e.g., BMFA liaison, local community conversations).
- **Member engagement**
 - Promote transparency: encourage clear communication to members on key decisions and changes.
 - Help resolve issues informally where possible, escalating to formal processes when needed.

Authority

- Can make urgent operational decisions between meetings where delay could create risk or significant disruption (must report to committee ASAP).
- Can ask a committee meeting to be convened quickly in response to safety/welfare/disciplinary matters.

Vice Chair – Terms of Reference

Role purpose

To support the Chair and provide continuity, helping the club deliver its plans and stepping in when the Chair is unavailable.

Key responsibilities

- **Deputising**
 - Chair meetings and represent the club when the Chair is absent.
 - Support decision-making during urgent issues if delegated by the Chair.
- **Operational support**
 - Take ownership of specific projects agreed by the committee (e.g., events, field improvements, equipment, open days).
 - Help coordinate volunteers for club tasks and working parties.
- **Committee effectiveness**
 - Support onboarding of new committee members and encourage good handovers.
 - Assist in resolving member concerns and smoothing conflicts early.
- **Club development**
 - Suggest improvements to how the club is run (communication, member experience, training culture).

Authority

- Acts with the Chair's authority when formally deputising.
- Can lead designated projects with committee backing (including requesting spend within agreed limits).

Secretary – Terms of Reference

Role purpose

To keep the club properly organised, documented and compliant, ensuring the committee's work is recorded and actions are followed through.

Key responsibilities

- **Meetings & minutes**
 - Prepare agendas with the Chair and circulate them with any papers in advance.
 - Record minutes clearly: decisions made, actions agreed and who owns each action.
 - Maintain an action log and follow up on progress between meetings.
- **Records & document control**
 - Maintain club records: constitution, policies, committee role descriptions, risk assessments (where held centrally), AGM minutes.
 - Keep a simple version control approach (date, version number, approved-by).
- **Communications**
 - Manage incoming correspondence and route it to the right officer (membership, safety, welfare, treasury).
 - Issue key member updates when requested by committee (rule changes, AGM notice, membership reminders).
- **AGM/EGM administration**
 - Prepare notices, agenda, nominations process and minutes for AGM/EGMs.
 - Ensure any constitutional requirements on notice periods and voting are followed.
- **Support compliance**
 - Help ensure the club has appropriate documentation to demonstrate safe and well-run operation if needed.

Authority

- Can request information from officers needed to complete club records and reports.
- Can issue routine club notices approved by the Chair (or committee where required).

Treasurer – Terms of Reference

Role purpose

To manage the club's finances responsibly, ensuring transparency, good record keeping and the ability to fund safe and enjoyable club activities.

Key responsibilities

- **Financial management**
 - Maintain accurate records of all income and expenditure.
 - Keep the club's bank account(s) in good order and reconcile regularly.
 - Ensure funds are used only for club purposes and in line with decisions made.
- **Budgeting & reporting**
 - Prepare an annual budget/forecast for committee approval.
 - Provide periodic financial updates (e.g., balance, expected costs, upcoming renewals).
 - Prepare end-of-year accounts for the AGM (simple and clear).
- **Income streams**
 - Coordinate with Membership Secretary on membership fee collection and tracking.
 - Manage any event income, donations, sponsorship, grants (if applicable).
- **Payments & controls**
 - Handle routine payments (field costs, equipment, affiliation fees, maintenance).
 - Operate agreed controls: spending limits, approvals, and receipts/invoices retained.
- **Risk awareness**
 - Flag financial risks early (rising costs, declining membership, major repairs).
- **Asset Register**
 - Maintain a detailed, centralised record of the club's fixed assets, including physical, digital and intellectual property. Listing crucial data like location, value, depreciation and ownership.

Authority

- Can approve routine spending already agreed in the budget (within a committee-agreed cap).
- Can refuse or pause a payment where it lacks authorisation until clarified by the committee.

Membership Secretary – Terms of Reference

Role purpose

To manage the club's membership process and records so the club knows who is authorised to fly, who has paid and how to contact members.

Key responsibilities

- **Membership administration**
 - Manage applications, renewals and leavers in a consistent way.
 - Keep membership categories and pricing aligned to AGM decisions.
- **Membership records**
 - Maintain accurate member data: name, contact details, membership type, renewal date and any required notes (kept minimal and lawful).
 - Ensure records are stored securely and only shared on a need-to-know basis.
- **Payment's coordination**
 - Work with the Treasurer to track payments, chase outstanding renewals and confirm membership status.
- **Member onboarding**
 - Provide new members with essential info: field rules, safety expectations, flying times/access details, how training works.
 - Ensure juniors/parents know the welfare contact route.
- **Committee reporting**
 - Provide simple membership updates: total numbers, new joiners, leavers, juniors count, trends.
- **GDPR (General Data protection Regulation)**
 - Ensure compliance with GDPR with regard to how personal information is handled and stored.

Authority

- Can confirm membership status and access eligibility based on agreed rules.
- Can recommend membership refusal/deferral to committee where serious concerns exist (e.g., safety conduct history), decisions remain with the committee.

Junior Member Representatives – Terms of Reference

Role purpose

To make sure junior members have a voice in how the club runs and to support a welcoming, safe environment for younger flyers.

Key responsibilities

- **Representation**
 - Gather feedback from juniors (and where appropriate parents/guardians) about what's working and what could improve.
 - Bring junior perspectives to committee meetings and contribute to decisions.
- **Engagement & inclusion**
 - Help promote activities that encourage junior participation (buddy flying sessions, fun fly days, challenges).
 - Support communications aimed at juniors: beginner guidance, “what to bring”, club expectations.
- **Culture and conduct**
 - Encourage respectful behaviour and safe habits amongst junior members.
 - Promote a positive “learning” environment — mistakes are normal, unsafe behaviour isn't.
- **Boundaries**
 - Do **not** handle safeguarding issues alone; instead, raise concerns promptly with the Welfare Officer or an adult committee member.
 - Keep personal matters confidential and share only with the correct safeguarding route.

Authority

- No disciplinary authority. Can recommend improvements or raise concerns to committee.
- Can request agenda time for junior-related topics.

Welfare Officer – Terms of Reference

Role purpose

To act as the club's safeguarding and welfare focal point, promoting safe participation for juniors and vulnerable adults and ensuring concerns are handled correctly and sensitively.

Key responsibilities

- **Safeguarding leadership**
 - Ensure the club understands the safeguarding route: who to contact, what to do, and what not to do.
 - Promote a safe club culture: appropriate conduct, respectful communication, and safe supervision.
- **Receiving concerns**
 - Act as a confidential first contact for welfare/safeguarding concerns.
 - Record concerns appropriately (factual, minimal, confidential) and take advice/next steps as needed.
 - Liaise with relevant external support routes (e.g., BMFA safeguarding support) when guidance is required.
- **Prevention & awareness**
 - Encourage good practice at club sessions: clear supervision expectations for juniors, safe boundaries, and avoiding one-to-one situations where possible.
 - Support committee to ensure safeguarding information is visible and up to date.
- **Committee support**
 - Provide general updates to committee (non-identifying) on safeguarding readiness: training needs, policy review dates, improvements required.

Authority

- Can recommend immediate risk-reduction steps (e.g., pausing a junior activity if supervision is inadequate).
- Can escalate matters urgently to Chair/committee where needed for safety, while protecting confidentiality.

Airfield Safety Officer – Terms of Reference

Role purpose

To help ensure safe flying operations at the club site, promote consistent standards and reduce the likelihood of incidents through good procedures and member awareness.

Key responsibilities

- **Safety rules & procedures**
 - Maintain and review club field rules (flightline, pits, pilot boxes, dead airspace, failsafe expectations, visitor rules).
 - Ensure local rules reflect the realities of the site (houses, roads, livestock, access routes, prevailing winds).
- **Risk management**
 - Coordinate or maintain a site risk assessment and keep it reviewed (especially after changes or incidents).
 - Encourage reporting of incidents/near misses and ensure learning is shared constructively.
- **Operational safety at the field**
 - Support consistent discipline: safe start-up areas, model restraint, flight patterns, calling landings, separation of spectators.
 - Provide guidance when unsafe behaviours are observed — calm, firm, and fair.
- **Training alignment**
 - Work with instructors/trainers/examiners, (if the club has them) so training practices match field safety expectations.
- **Equipment/site checks**
 - Coordinate periodic checks of safety-related site items: signage, barriers, pilot stations, fire extinguisher (if held), first aid kit location, emergency contact info.

Authority

- Can require immediate safety actions at the field (e.g., temporary grounding of a model/pilot for unsafe practice or equipment concerns).
- Can pause flying temporarily in response to an imminent risk (public access breach, unsafe conditions, repeated rule breaches).