

Responsibilities of Officers and Committees

PRESIDENT

The President is the chief executive officer of the Corporation. The duties of the President, as outlined by the by-laws are:

- 1- Prepare and distribute an agenda for each board meeting;
- 2- Preside over all membership and Board of Director Meetings;
- 3- Appoint committees with approval of the Board of Directors;
- 4- Follow-up with all officers and committee chairs regarding progress on any projects for which they are responsible. The President is an ex-officio member of all committees;
- 5- Provide general supervision over the management of all affairs of the Corporation;
- 6- Sign and execute all contracts in the name of the PASCO as authorized by the Board of Directors;
- 7- Appoint a committee to audit PASCO's financial records.

VICE-PRESIDENT

- 1- Perform the duties of the President in case of the absence or disability of the President.
- 2- Schedule and coordinate arrangements for annual general membership meeting and awards banquet.

TREASURER

- 1- Keep financial records, receive and disburse funds under the direction of the President and the Board of Directors.
- 2- Prepare a financial report for each meeting and an annual budget for the following year.

SECRETARY

- 1- Keep the minutes of the Board of Directors and general membership meetings and handle the correspondence of the corporation.

DIRECTORS

- 1- Participate in monthly meetings of the Board of Directors.
- 2- Recruit volunteers to serve on the Board of Directors, serve on PASCO Committees and work on other PASCO events and seminars.
- 3- Perform various other tasks and assignments that may be identified by the Board of Directors or Committees.

COMMITTEES

1 AIRSPACE LIAISON COMMITTEE

The PASCO FAA Liaison monitors FAA airspace and procedures issues that affect glider operations in the PASCO region and provides input about soaring operations and needs to appropriate entities of the FAA. This includes wave windows (Reno, Truckee, Minden, Mt Diablo and Williams), air traffic and airspace usage relations with Oakland, Reno, Sacramento and San Jose, and providing regional input to proposed airspace changes, military or civil. This includes recommended procedures for non transponder equipped gliders in high jet traffic areas, and promoting the use of transponders in gliders where beneficial for safety.

2 MEMBERSHIP COMMITTEE

Is responsible for maintenance of the official PASCO membership database and the collection of annual dues. In addition, the Membership Committee undertakes programs to increase the membership of PASCO including coordination with Site Champions for PASCO membership material and promotion

3 AWARDS COMMITTEE

Administers the Service Award solicitations and distribution; Les Arnold, Exceptional Service awards -

Administers the regional distance awards solicitations and distribution: Longest Distance, Longest O&R, Longest Silver Distance. Administers the regional contest distribution of trophies; excepting ASI contest. Complies and distributes list of state and national records set within the Region.

4 COMMUNICATIONS COMMITTEE

Is responsible for providing effective means of communication to members including a regular newsletter. Also to provide effective communication channels between members, officers, directors and committee members, including the SSA Board of Directors, and facilitate availability of soaring information to PASCO members and the general public through web site content, email mailing or other automated means.

Regular output includes but is not limited to the following;

- Printed Newsletter – quarterly newsletter mailed to all members and an electronic version of the Newsletter for download from the web site.
- Web Page Content – current information, resources for members, our ‘public face’
- PASCO Broadcast Email Lists – to contact membership or subgroups
- Special mailings – special needs (fund-raising, printed resources)
- Regional discussion and information forum (currently Region_11 Yahoo Group)

5 SAFETY COMMITTEE

The PASCO Safety Officer will be the Chair of the PASCO Safety Committee and will:

1. Coordinate with Region 11 Site Champions on safety issues at each site.
2. Coordinate seminar topics and speakers for the Annual PASCO Safety Seminar.
3. Coordinate with the PASCO FAA Liaison on any airspace issues.
4. Be primary contact for safety issues pertinent to Region 11.
5. Be a liaison with the Soaring Safety Foundation for Region 11.
6. Be responsible for articles published in West Wind to cover glider accidents/incidents in Region 11.
7. Coordinate with Site Champions to have one article a year from each site published in West Wind.
8. Attend PASCO Board meetings when possible/necessary and report on the status of PASCO Safety Committee projects, tasks and programs.

The PASCO Site Champions will be, by default, members of the PASCO Safety Committee and will:

1. Meet (talk) with the PASCO Safety Officer periodically to discuss soaring safety programs and issues at the site they represent.
2. Publish and promote PASCO safety seminars and events at their site.
3. Be primary contact for PASCO and membership promotion for their site.
4. Be a liaison with the Soaring Safety Foundation for Region 11.
5. Be responsible for publishing one article per year in West Wind about the site they represent. This article should be related to safety, but may cover broader topics about soaring at the site

6 PROMOTION COMMITTEE

The objective of this position is to recruit new glider pilots by generating interest in soaring among potential glider pilots, providing information about soaring to these individuals and providing them with information about glider clubs and operations where they can get glider flying lessons and qualify for a pilot’s certificate.

The Promotion Chair is also responsible for the identification of air shows or other events where the display of a glider would attract potential glider pilots, and for recruiting qualified PASCO members to display a glider and staff these events.

Promotion Chair is responsible for producing material that can be used by PASCO members at airshows, presentation material for addressing aero, power, hang-gliding clubs. Material needs to be regional in nature and to promote awareness of all region 11 soaring sites and clubs.

Coordinate and manage podcast generation and website promotion with webmaster

7 COMPETITION COMMITTEE

Coordinate regional and national contests schedules – recruit clubs/fbo's to run the competitions if necessary. This does NOT necessarily mean running the competitions – the role is one of ensuring bids and schedules are coordinated and that key volunteers are found.