



# Duties and Responsibilities Of RNZAC (Flying NZ) Regional Representatives

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## OUTLINE:

1. The Royal New Zealand Aero Club Inc (RNZAC), also marketed as Flying New Zealand, is an incorporated society, incorporated under the Incorporate Societies Act 1908.
2. Under the RNZAC Constitution, the governance of the RNZAC is entrusted to an Executive body which consists of:
  - (a) The President
  - (b) Vice President
  - (c) Past President
  - (d) FAI Representative
  - (e) Five (5) Regional Representatives

Each of the nine Executive members has equal voting rights

3. Up to two others members may be, from time to time, appointed by the Executive, subject to the conditions outlined in Bylaw 2 of the RNZAC constitution. These appointees do not have voting rights.
4. For the purposes of appointing regional representatives (under rule 6.1 (b) of the Constitution) New Zealand is deemed to be divided into five regions as follows:
  - (a) Northern Region - which is deemed to be that area located to the North of the direct line drawn diagonally from the northern end of Raglan Harbour on the West Coast to the northern end of Matakana Island on the East Coast of the North Island.
  - (b) Central Region - which is deemed to be that area located to the south of the Northern Region and to the north of a line drawn below Kai Iwi on the West Coast, through lake Waikaremoana and across to just above Tokomaru Bay Town on the East Coast of the North Island.
  - (c) Cook Strait Region - which is deemed to be that area located to the South of the Central Region and including the rest of the North Island.
  - (d) Alpine Region- which is deemed to be that area located to the north of a direct line drawn from the mouth of the Rangitata River on the East Coast to Gillespie Point opposite Fox Glacier on the West Coast of the South Island.

(e) Lakes Region - which is deemed to lie to the South of the Alpine Region line.

5. Aero clubs located within a region may, on an annual basis, nominate a person, who is a member of a club located within the region of the nominating club, to be the RNZAC area representative for that region. In the event of more than one nomination, a ballot will be held at the RNZAC Annual General Meeting.

#### DUTIES AND RESPONSIBILITIES:

6. Regional Representatives have duties and responsibilities in the following areas.

- (i) Governance responsibilities, which are related to the governance of the RNZAC as an organisation.
- (ii) Operational responsibilities associated with events directly operated by the RNZAC (Flying NZ)
- (iii) Portfolio responsibilities.
- (iv) Regional responsibilities, which are related to ordinary members (aero clubs) and affiliated members (aero club members) who are an aero club, or member of an aero club their region.

## GOVERNANCE DUTIES AND RESPONSIBILITIES:

The foremost responsibility of an Executive member is to provide governance to the RNZAC as an organisation and to ensure that the objects, as set out in the RNZAC constitution, are complied with.

Those objectives are:

- Encourage participation and achievement primarily in amateur sport and recreational aviation in New Zealand.
- Promote and encourage the development and training of pilots primarily for amateur sport and recreational aviation in New Zealand.
- Promote, organise and control regional and national amateur sport and recreational aviation events in New Zealand.
- Provide assistance and education to its members in relation to amateur sport and recreational aviation.
- Advocate and lobby on behalf of its members to the Civil Aviation Authority and other individuals and organisations on issues which impact on amateur sport and recreational aviation in New Zealand.

In performing those duties Executive members must:

- Ensure that their knowledge, understanding or briefing on any subject to be discussed and voted upon by the Executive is such that their vote can be cast in a competent manner.
- Ensure the RNZAC does not carry out business in a manner which is likely to create substantial risk or serious loss to member clubs and their affiliated members.
- Ensure that the RNZAC does not incur an obligation unless there are reasonable grounds that it can meet that obligation.
- Always act in good faith and in the best interest of the RNZAC, its member clubs and affiliated members.
- Exercise powers for a proper purpose.
- Exercise due care in performing duties.
- Avoid conflict of interest.
- Ensure that the RNZAC remains solvent.
- Ensure that the RNZAC prepares and issues the annual report within five months of balance date.
- Ensure that financial statements comply with generally accepted accounting practice in New Zealand.

While some of the duties outlined above will be undertaken by the Executive Secretary, the responsibility rests with the Executive.

## OPERATIONAL RESPONSIBILITIES:

These responsibilities are those associated with, but not limited to:

- Attending Flying NZ Executive meetings including providing reports as required.
- Providing reports for the Flying NZ and RNZAC Annual Report to members.
- Attending the Flying NZ Conference and RNZAC Annual General Meeting including performing any duties that may be delegated such as convening seminars, attending registration desks etc.
- Attending any Special General Meetings that may be convened including performing any duties that may be delegated.
- Attending The RNZAC National Championships (and the Wings Trophy Competitions when held in New Zealand) including performing any duties that may be required as part of their portfolio duties or may otherwise be delegated.
- Attending, where practical, any special events that may be directly operated by Flying NZ.

## PORTFOLIO RESPONSIBILITIES:

Executive members are delegated responsibilities in portfolio areas.

The portfolio areas include but are not limited to:

- Aircraft Operations & Maintenance
- CAA liaison
- Competitions Advisory Group
- Instructor Council
- FAI
- Marketing
- Membership
- NZ Aviation Federation
- Pilot Proficiency programme
- SPARC
- Sponsorship
- Website
- Young Eagles

It is the responsibility of the portfolio holders to actively progress the matters within their portfolio and report to the Executive at each executive meeting.

## REGIONAL RESPONSIBILITIES:

- Regional representatives are directly responsible, as a first point of contact, for the member clubs in their region.
- Regional representatives should build a relationship with the clubs' President (or RNZAC liaison person) with contact on a regular basis.
- Ongoing regular contact should be by telephone on at least a quarterly basis with personal contact annually where this has not been achieved at a Rally, the National Championships or Annual General Meeting.  
The purpose of the contact should be to:
  1. Seek information regarding the club's health, financially, operationally, membership and utilisation.
  2. Seek information regarding club activities, promotional ideas, member building initiatives etc, which may be of use to other member clubs.
  3. Establish whether a club has any problems that may be resolved with assistance of Flying NZ.
  4. Promoting Flying NZ initiatives such as:
    - a. Flying NZ web site resources
    - b. Flying NZ Noticeboard
    - c. CAA rules and regulation changes and representation
    - d. Instructor seminars
    - e. Safety Awards
    - f. Young Eagles
    - g. Pilot Proficiency
    - h. Competitions
    - i. Regional rallies
    - j. Wildcard Competition
    - k. National Championships
    - l. Annual Conference
    - m. Flying NZ product (polo shirts etc)
- Where practical it would be desirable for Regional Representatives to attend club Annual General Meetings.
- Ensure that clubs have adequate supplies of Flying NZ brochure material.
- In association with the Host Club and Flying NZ Executive Secretary take an active part in the planning, organisation and implementation of the annual Regional Rally.