



ZD and DZD Duties

Zone Director

Role

The Director is the local representative of the association and is also a member of the MAAC board of directors, and as such, their first responsibility is to act in the best interests of the organization, followed by those of their zone.

Key Functions at the zone level

- To write zone reports for each issue of the MAC Magazine.
- To approve event sanctions, new airfields and new clubs.
- Promote safety and fun

Promote the hobby and MAAC by talking to clubs, organizations and individuals. The zone director's prime function with respect to their zone is to act as a SPARKPLUG to ignite the zone into activity and to act as COMMUNICATOR within the zone. Utilizing Deputy and Assistant Zone Directors can augment efforts in this area. The ZD should enlist as many AZDs as is appropriate for the size, demographics and geography of the zone.

Encouraging flyers to form clubs and to point out the advantages of being a MAAC Chartered club such as:

- Being part of a national organization that is recognized by the Federal Government. MAAC acts as a liaison and consults with government agencies, such as Innovation, Science, and Economic Development Canada regarding radio frequencies and equipment approvals and Transport Canada regarding airspace issues.
- Provides insurance for owners of the flying sites, the clubs and the club members.
- Clubs are the place for activities with people who have a shared common interest.
- Organized clubs have an easier time of finding flying sites and getting community and corporate support.

To encourage and promote zone events, contests, fun-flys, mall displays, social events, modelling activities, etc.

To-Do List

From time to time, you will receive an E-mail outlining the status of this list. It is prepared by the Sec./Treas. The items originate from executive and board meetings and were delegated to certain individuals, usually board members, with a given date by which progress on the item was to be reported back to the originating body. These tasks are then extended or deemed concluded as is appropriate.

Year End Report

You will be expected to deliver an annual year-end report to the board prior to the AGM. This may be basically the same as the AZM report given to your Zone membership, with whatever embellishments you feel are appropriate.

Expenses

Collateral

Each new zone director will receive a zone director's wing pin, business cards, and a name badge. Replacement of any these items are charged to zone expenses. Likewise, wearing apparel for the ZD, DZDs and AZDs can be ordered from the MAAC E-store and is chargeable to the zone promo budget.

ZD, DZD, AZD Attire

Part of the roll of the ZD, DZD, and AZDs is to get out, and visit clubs and events, in other words...BE VISIBLE. It is all part of promoting our hobby/sport and being accessible to members to address concerns and keep the members up-to-date on happenings within MAAC and in the hobby.

An excellent way to be more visible is to wear jackets, shirts, vests etc. with the MAAC logo.

There are several styles and colours, but the MAAC RED is probably the most visible. Embroidered denim shirts are also popular.

MAAC Promo site is available for ZD's (and members) for obtaining MAAC attire/custom options on the MAAC homepage under "E-Store (promo items i.e. Pins, flags etc.)" and "MAAC Wear"

Budgets

Each zone director has a budget comprised of two parts. One is a travel budget, and the other a promo budget. The travel budget is calculated using a formula which considers the number of clubs and the area of your zone. The promo budget is related to the number of members in your zone. The amount varies year to year and is allocated effective January 1st of each year, although the final budget is not approved until a later board meeting.

Use of Funds

Travel is just that. You should report mileage. Hotel/motels (although the budget will probably not cover a lot of lodging), legitimate meals etc. You should also share your budget with your DZD and AZDs, compensating them for at least mileage if requested. The mileage allowance is \$0.45 per km. Part of your budget can be devoted to administrative costs—such things as postage, phone toll charges, photocopying, etc.

Promo funds are for such things as wearing apparel for your DZD & AZDs, suitably embroidered with the MAAC logo and their title (a good way to increase visibility), perhaps prizes for special events, portable canopies, again for visibility, special awards and so on, initiatives which 'promote MAAC and the hobby'.

If you should wish to consider an expense that you feel is not on the above list or is out of the ordinary, call the Treasurer for guidance before incurring the expense.

Expense Reporting

Expenses must be reported on the prescribed MAAC expense claim form. This form is available when you sign in to your account under BOD Working Documents. Instructions are included, and formulas are embedded to do the math for you.

It is strongly recommended that expense claims be submitted quarterly to assist the head office with accounting and managing the budget and to ensure you, as a director, is not out of pocket for an extended period. The last expense account for an operating year must be submitted before January first of the following year.

Zone Communication

Zone communications are probably your most important day-to-day task. The major things to keep in mind are:

- **BE VISIBLE** - Take every opportunity for yourself, your DZD and AZDs to get out and meet the membership. Attend fun-flys, contests, or any other gathering of modellers. Wear MAAC attire and provide MAAC attire to your DZD & AZDs to achieve maximum visibility. (see promo funds)
- **BE AVAILABLE** – you, your DZD and/or AZDs to assist in obtaining flying sites, attend meetings (be professional and presentable, encourage club members to do the same) with potential field owners, town counsel, etc.
- **BE A GOOD LISTENER** - Your members will always want to discuss MAAC matters with you. Listen, makes notes, and follow up.
- Many clubs create their own electronic newsletter, operate a club Facebook page, or have their own website. Contact every club and have them send their links to the other clubs in the zone.
- **ZD NEWSLETTER** - A valuable communications tool is a newsletter authored by the ZD, sent to the club contacts in your zone in the months between MAC Magazines. Creating a brief newsletter and sending by email does not take a lot of time but pays dividends within your zone.
- **ZONE REPORTS** - These are a very important link to your zone. Sometimes it's difficult to think of something to say. Utilize your members, the DZD & AZDs for input. Avoid missing an issue of the MAC Mag. Hi-lite member names and club names. Utilize pictures and event reports. Members are proud of their accomplishments and what happens in their zone. You must remember you are their link to the Association. (see the following Editor's Guidelines)

File System

Hard copies are increasingly giving way to digital recording and filing. It is the ZDs option as to how he files his information.

Web Site

It is the club's responsibility to make sure their information on the site is complete and up to-date. Give them an assist if they need it in updating their information.

Mass Email

It should be used carefully so that the membership doesn't feel they are being inundated with "junk mail" and begins to block or delete our efforts to communicate with them on important matters. The emails will only be received by those who have provided MAAC with their contact info. Do not forward any commercial ads to anyone. Please refer to the Email Etiquette document.

To inform the Board of Directors and/or committee chairmen of zone problems, ideas and achievements.

To arrange and conduct your Annual Zone Meeting according to the constitution and bylaws (see AZM Section).

To encourage zone members to attend the Annual General Meeting (AGM), if it is held in your zone.

The travel distances can be too great for members to attend their Annual Zone meeting, or they may be unable to attend for other reasons. Send an e-mail to each of the current committee members, chairman and Assistant Zone Directors to confirm if they wish to continue in their current position. Bring this list to the zone meeting and ask if there are any additions. This process streamlines the meeting.

Key Functions at the Board of Directors level

Protect the Corporation

Attend the Annual General Meeting (AGM) and participate in Board of Directors meetings.

Directors may be required to serve MAAC by acting on various committees, including the executive committee and other groups or projects which will benefit the entire organization.

Deputy Zone Director

Role

The Deputy Zone Director supports and works with the Zone Director to administer their Zone. They will observe, learn, and generally prepare themselves to assume the role of Zone Director, whether by election at an Annual Zone Meeting or by appointment by the Executive Committee & Board should the Zone Director not be able to complete their term for any reason.