

## Job description

### Administrative coordinator Royal Belgian Aeroclub (RBAC)

The administrative coordinator assists the members of the CDC (Comité de Direction, Directiecomité) and the Board of Directors of the RBAC in the fulfilment of their tasks of running the association. He/she will also be the interface with the members of the association and will answer their questions for information or forward their requests to the members of the CDC for follow up.

This function of administrative coordinator is not remunerated but the expenses will be reimbursed. The work can be performed remotely with occasional presence in the office of the RBAC or the meeting rooms at the Maison des Ailes in Brussels. A laptop with printer will be provided. The workload is on average one day per week. The participation to Board Meetings or CDC meetings are mostly organised via videoconference and usually take place outside business hours and can also involve occasional representative functions during the weekend or holidays.

A good knowledge of French, Dutch and English is required and proven experience to work with Microsoft Office 365 Word, Excell, Powerpoint or similar software.

An interest for the Air Sports and Aviation in general is to be demonstrated.

A non-exhaustive summary of the required tasks can be found hereafter. This list is not binding and flexibility is required.

In addition to general secretarial functions like drafting letters, e-mails, mailings, go to the post office and retrieve/deposit registered letter:

- 1) Keep track of administrative aspects of the association
  - a) Deposit official documents at legally assigned offices
  - b) Keep archives in computerised and paper formats at registered office
- 2) Keep track of RBAC affiliated persons and organisations
  - a) Associate members
  - b) Associate federations
  - c) Assignment of each person in internal and external organs (board, direction committee, sports committee, FAI commissions, Europe Air Sports, FAI, etc.)
  - d) Keep archives of membership in computerised and paper formats (at registered office)
  - e) Maintain contact with treasurer about validity of membership
- 3) Assist in the management of meetings inside RBAC organisation
  - a) Prepare invitation and agenda of internal meetings
    - i) Annual general meeting (AGM)
    - ii) Board meetings (about 5 per year)
    - iii) Direction committee meetings (about 5/y)
    - iv) COMFED meetings (1 or 2/y)
    - v) Eventual ad-hoc meetings (tbd)
  - b) Attend meetings and produce reports
  - c) Distribute agenda and reports to relevant persons
- 4) Assist in the preparation of meetings outside RBAC organisation
  - a) Biannual meeting at Directorate General Air Transport (DGTA-DGLv)

- i) Coordinate input from associate federations and distribute report
  - ii) Prepare draft agenda
  - iii) Attend meeting
  - iv) Report meeting and distribute
- b) Possibly assist RBAC delegation at Europe Air Sports (EAS), Skeyes or BOIC meetings (tbd)
- 5) Take care of incoming documents, archive and distribute them
- a) Keep track of incoming mail at registered office and ventilate to relevant persons and associate federations
  - b) Keep track of incoming email to relevant persons and associate federations
  - c) Keep track of incoming EU, EASA and EAS documents
  - d) Keep track of incoming FAI incoming documents
- 6) Contacts with FAI
- a) Manage FAI Licences for members of associate federations not yet empowered to do it by themselves
  - b) Manage official announcement of participation of Belgian teams at Continental and World championships
  - c) Manage announcement of International competitions organised in Belgium for FAI sporting calendar
  - d) Forward to FAI bureau official Belgian delegates at FAI commissions