

Duties of the President:

- 1) Most of all the President must set the tone for the club and have the time and energy to keep the club interesting and fun for everybody. Time commitment is typically 5-10 hours per week.
- 2) Provides overall direction of club launches, meetings, and goals.
- 3) Oversees activities of Vice President and Secretary.
- 4) Finds suitable presentation topics for meeting.
- 5) Locate and reserve meeting places and launch fields.
- 6) Notify FAA or Air Traffic Control as needed before and after launches. Maintain a good working relationship with the local FAA and Air Traffic Control.
- 7) Maintains a positive relationship with landowners so launch site can be retained for club use.
- 8) Along with the other officers, the President appoints club members for special duties such as RSOs, Webpage Manager.
- 9) Contact club members before each launch so that the launch system, batteries, tables, and barriers will be at the launch before it starts.
- 10) Keep in contact with the club membership through mass emailings, or phone calls.
- 11) Keep up to date with the latest FAA, BATF, and NAR rulings that pertain to our activities and keep the club members informed.
- 12) Verify that all club bylaws are up to date and the safety code is followed as closely as possible.

Other Duties: (Specific to Russ D.)

- 1) Keeping launch equipment in good repair.

Duties of Vice President

- 1) The Vice President must be able to do take care of the President's duties when he is not able or assist the President in some of the duties outlined above.

- 3) Transport and store launch equipment. Keep batteries charged and maintained.
- 4) Keep in phone contact with club members who are not online.
- 5) Secondary contact for new and interested members.

Range Safety Officer (RSO) Job Description

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The Range Safety Officer is the single most important job a club member can have during a club launch event. He or she is primarily responsible for overseeing operations of the launch event by making sure the launch runs smoothly and safely.

Who Can Be RSO?

- 1) A MASA member 18 years of age or older.
- 2) The RSO must have experience as an LCO.
- 3) A member with enough rocketry experience to fulfill his or her duties as determined by the club officers.

What Are the Duties of the RSO?

- 1) The RSO oversees the operation of the launch field by verifying that the NAR safety code is followed at all times.
- 2) The RSO must verify that there are no aircraft approaching the launch area before each launch and must halt the launch if an aircraft enters the area.
- 3) The RSO must verify that the launch pad area is clear of spectators or flyers retrieving rockets before any rocket is launched.
- 4) The RSO will assist flyers with launch pad assignments and answers general launch related questions when rockets are not being launched.
- 5) The RSO must inspect rockets of untested design or non-recommended engine combinations. The RSO may ask for assistance from other club members or club officers when making an engine recommendation or inspecting any rocket.
- 6) The RSO has final say in all rocket flights. If the RSO deems a rocket unsafe, for any reason, it will not fly.
- 7) Only the RSO can call a "heads up" flight. A "heads up" flight can only be called if there is sufficient reason to believe that a rocket may not fly nominally but will not be a danger to the spectators. Unusual designs or complex rockets, such as clusters or electronically staged rockets may fall into this category. The RSO should never allow a "Heads Up Flight" to fly until all members and spectators are on their feet and watching the rocket. Heads up designations should be used sparingly.
- 8) The RSO directs the Launch Control Officer and assists him or her with their duties as needed.

8) When the RSO's finishes his or her shift, they are responsible for transferring duties to the next scheduled RSO.