



British Model Flying Association

President :

Air Chief Marshal Sir Michael Alcock
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Date: 14th July 2023
Ref: AGM/1/2023

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To: **All Affiliated Club Secretaries, Affiliated Bodies and Fellows of the Society.**
Cc for Info: **Board Members, Technical Committee Chairmen, Specialist Body Secretaries**

Dear Sir/Madam,

Re: 76th Annual General Meeting of the Society of Model Aeronautical Engineers Ltd. -
18th November 2023

Please find below the first batch of notices in connection with the Society's Annual General Meeting to be held on **Saturday 18th November 2023** at the Voco St John's Hotel, 651 Warwick Road, Solihull, B91 1AT. This first posting contains links to the online **NOMINATION FORMS** and essential information concerning the election of volunteer members to fill various posts on the BMFA Board as Executive Directors, directly-elected officers on the Technical Council and members of the Technical Committees.

Elected Officer nomination form <https://agm.bmfa.uk/officers-nomination-2023>

Technical Committee member nomination form <https://agm.bmfa.uk/tc-nomination-2023>

Please bring this letter and attached information to the notice of your Committee and Club Members. These are the only copies addressed to your Club and it is important that we receive sufficient nominations to ensure that all positions can be filled.

The Society is on target to see the membership approach 29,000 by the end of the year and interest in British Drone Flyers continues to grow. At the time of writing, we have almost 800 affiliated clubs and groups. Recent years have presented us with some significant challenges, with the prolonged pandemic followed by the current cost of living crisis. It is of vital importance that our membership numbers remain stable so that we can maintain our strong and united voice in ensuring our sport and its achievements are given the credit they deserve.

The notes overleaf outline the new BMFA management structure that was approved at the last AGM and is now working effectively. Work continues to articulate the organisation and procedures more comprehensively in The Governance Handbook that should be complete by the end of the year.

Thank you for your support and assistance throughout 2023. I look forward to receiving your continued support into the New Year, much of which will no doubt be occupied once again by the relentless challenge to preserve the rights of members and ensure that bureaucracy and regulation remains proportionate to our activities.

Yours sincerely

David Phipps
Chief Executive



Vice Presidents: Air Commodore Robert McAlpine CBE DFC MA BSc MRAeS RAF **Kath Watson** FSMAE **Martin Dilly** FSMAE

The body delegated by the Royal Aero Club for the control, regulation and administration of the sport of model flying.
United Kingdom representative to the Commission Internationale d'Aero Modellisme, Federation Aeronautique Internationale.
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Regd. Office S.M.A.E. Ltd., Chacksfield House, 31 St. Andrew's Road, Leicester LE2 8RE.



INFORMATION SHEET

ANNUAL ELECTION OF OFFICERS 2023

The following posts on the Board and Technical Council are due for election at the next Annual General Meeting of the Society to be held on 18th November 2023

<u>OFFICE</u>	<u>ELECTION PERIOD</u>	<u>CURRENTLY HELD BY</u>
EXECUTIVE DIRECTORS		
CHAIRMAN	2 YEARS	IAN PALLISTER FSMAE
FINANCE DIRECTOR	2 YEARS	MIKE WOODHOUSE FSMAE
TECHNICAL DIRECTOR	2 YEARS	SIMON VAITKEVICIUS
OUTREACH DIRECTOR	2 YEARS	HELEN JONES
SPORTING DIRECTOR	1 YEAR	MARK BENNS
HONORARY SECRETARY	1 YEAR	PAUL HOEY
<u>TECHNICAL COUNCIL APPOINTMENTS</u>		
FAI DELEGATE	2 YEARS	JULIE FISHER

To make nominations complete the electronic form at the link below.

<https://agm.bmfa.uk/officers-nomination-2023>

The following notes are to be observed:

1. The biographical details of each nominated volunteer may be published in the BMFA News and the BMFA website and should be as complete as possible. This **must not exceed 250 words**. Submissions exceeding 250 words may be edited.
2. A recent head and shoulders photograph must be uploaded. (jpg format size min 500KB, max 1.5MB)
3. Nominations and nominee declarations must reach the Chief Executive no later than **4pm on Monday 21st August 2023**. Nominations received after this date cannot be considered.
4. Only nominations which are completed in full and are correct in every detail can be accepted.

SOME NOTES ON THE S.M.A.E. BOARD

These notes are intended to clarify some of the responsibilities involved in standing for election to the S.M.A.E. Board. They should not be taken as detailed job descriptions. All volunteer members elected or co-opted onto Board become Directors of the S.M.A.E Ltd. Full Terms of Reference for each post can be provided on request.

FUNCTION OF EXECUTIVE AND OTHER ELECTED OFFICERS

CHAIRMAN

Should preside over meetings of the Board, the Executive Council, Annual and any other General Meetings and conduct the meetings in accordance with the Rules and Constitution of the Society. He/she will also represent the Society at such functions as the occasion demands.

VICE-CHAIRMAN

Will fulfil the duties of the Chairman in his/her absence and such other duties as required should the Chairman be indisposed. Chairs the Awards and Safety Review Committees.

HONORARY SECRETARY

Will submit the Company Return each year and make sure that the Society, the Board, and its Councils operate within the Constitution.

FINANCE DIRECTOR

With the presence of a Central Administration the function of the Finance Director is mainly an advisory one, but he/she has overall responsibility for the financial control of the Society - Annual Accounts, Budgets etc.

TECHNICAL DIRECTOR

Responsible for general technical matters in liaison with the Technical Committee for each discipline. Primarily involved in the annual updating of the Contest and General Rule Books. Chairs Technical Council Meetings.

SPORTING DIRECTOR

Responsible for the SMAE Contest Calendar. Overall responsibility for all Society Contests, Season Tickets, FAI Licences and GBR participation in FAI Competitions. Vice Chair of the Technical Council.

MEMBERS DIRECTOR

Represents the interests of Members and supports Area Committees in the organisation and promotion of regional events and activities. Chairs Areas Council Meetings.

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Notes on the S.M.A.E. Board

OUTREACH DIRECTOR

Co-ordinates the overall education, STEM and youth engagement strategy and ensures that the Society's Safeguarding, Diversity & Inclusion policies are compliant with legislation. Vice-chair of Areas Council.

FAI DELEGATE

Attends meetings of C.I.A.M. (usually in Lausanne, Switzerland) as UK delegate and reports to the Technical Council the results of these meetings. All FAI matters will be referred to the FAI Delegate.

NOTES ON THE S.M.A.E. GOVERNANCE STRUCTURE CONTINUED -

The S.M.A.E. Board is structured as follows:

There are eight elected Executive Directors plus the Chief Executive:

1. Chairman
2. Vice Chairman*
3. Honorary Secretary*
4. Finance Director
5. Technical Director
6. Sporting Director*
7. Members Director*
8. Outreach Director

*retire in even years, others in odd years

In addition, four **non-Executive Directors** are elected by the Areas Council from within its own membership on a rotational basis.

AREAS COUNCIL

The Areas Council comprises FOURTEEN Area Delegates - one from each of the Society's geographic Areas and the R.A.F.M.A.A, who are elected by their own Area members, together with the Members Director and the Outreach Director. The Members Director chairs the Areas Council.

TECHNICAL COUNCIL

The Technical Council comprises two representatives from each of the six Technical Committees and one representative of each Specialist Body that is not assigned to a Technical Committee, each elected by their own Committee members, together with the following Elected Officers:

- (i) The Technical Director
- (ii) The Sporting Director
- (iii) The F.A.I Delegate

The Technical Director chairs the Technical Council

BOARD MEETINGS

The Board currently meets three or four times a year and meetings are usually held on Saturdays. Areas Council and Technical Council generally meet twice a year. Sub-committees are set up by the Board and meet as required. Most meetings will be held on-line (Zoom) but some will be face-to-face. Reasonable travelling expenses will be reimbursed in respect of Board, Council and Technical Committee attendance.

VISITORS

There are standing invitations to the Honorary Solicitor, the Newsletter Editor, the PR Consultant and the Drone Support Officer to attend Board Meetings. The Chief Executive may also invite a representative from each of TWO clubs chosen at random from those applying to attend as observers.

INFORMATION SHEET

ANNUAL ELECTION OF TECHNICAL COMMITTEE MEMBERS – 2023

Nominations are requested for the Control Line, Radio Control Silent Flight, Free Flight, Scale, and Indoor Technical Committees.

Note: Members of the RC Power Technical Committee are elected annually by their respective Specialist Bodies.

To make nominations complete the electronic form at the link below.

<https://agm.bmfa.uk/tc-nomination-2023>

The following notes are to be observed:

1. Under the Terms of Reference for Technical Committees, three elected members retire each year plus all co-opted members. Elected members serve for two years and co-opted members for only one year.
2. Nominations may only be made by Affiliated Clubs and Fellows of the Society.
3. A Club or Fellow of the Society may nominate as many people as they wish.
4. In the event of a ballot being necessary a typed copy of the Declaration and Biographical Details provided will be returned to the nominee for approval before circulation.
5. **Nominations must reach the Chief Executive no later than 4pm on Monday 21st August 2023. Nominations received after this date cannot be considered.**
6. Only nominations **which are completed in full and are correct in every detail** can be accepted.
7. In the event of a ballot, the top three candidates will be elected. Should further vacancies exist the remainder will be elected for one year only.
8. A list of the retiring Technical Committee members is included.

INFORMATION SHEET CONTINUED

The following are Technical Committee Members whose term expires at the Annual General Meeting on 18th November 2023.

FREE FLIGHT

Phil Ball
Simon Dixon
Mike Woodhouse

SCALE

Chris Allen
Graham Kennedy
Mike Smith

INDOOR

*Bob Bailey
*Meredith Evans
*Rob Funnel
*Tony Hebb
*Dave Whitehouse

R/C SILENT FLIGHT

Jon Edison
Nick Jackson
*Alex Maxfield

CONTROL LINE

*Val James
*Andy Housden

*** Co-opted Member / Elected 1yr**

Technical Committees are essential to the lifeblood of the competitive arm of the Society. They make, add to and amend the rules governing their various disciplines. They also disseminate technical information and advice to the SMAE Board and General Membership in their particular field of expertise. They organise National and International Competitions and are responsible for the selection of World and European Championship Teams. They play a major role in the organisation of the British National Model Flying Championships.

The Committees hold regular meetings, typically bi-monthly, and reasonable travelling expenses are paid for those that are not held on-line. A representative from each Technical Committee is also selected to attend Technical Council Meetings. If you feel that any of your Club members are willing to serve on a Technical Committee, please ensure your Club supports their nomination.
