

## **DUTIES**

**ALL OFFICERS.** It shall be the duty of all officers to conduct the activities of the club in an efficient and business-like manner and to safeguard the interest of the club at all times.

The duties of the Board shall be to act on all matters of policy; to determine fees, charges and assessments not otherwise provided for; to act in a judicial capacity on all intra-club disputes and regulation violations; to direct investigations when deemed necessary; to protect the club's interests and safeguard its welfare; to submit its own actions for approval; and to arrange for an audit of the records as of each December 31.

**ALL MEMBERS.** The duties of the members shall be to conduct themselves in a proper and fitting manner; to uphold the dignity of the club at meetings and on the flying field; to be alert and mindful of the club's interest; to exercise caution and safety in flying; and to observe all Federal, State, local and club rules and regulations.

**MODIFICATION OF DUTIES.** The duties of the officers as described herein may be modified as required by the Board to effect timely and efficient operation of the club.

## **PRESIDENT**

The President shall preside at the meetings of the club and the Board; appoint all committees, acting as an ex-officio member thereon; and perform all the duties as properly pertain to his office.

### GENERAL / ON-GOING DUTIES

1. Coordination / interaction with Texins.
2. Preside at all Board Meetings and General Membership Meetings.

## **OPERATIONS VICE PRESIDENT**

The operations vice-president shall act for the president in the absence of that official. Additionally, he or she shall report to the Board on the scheduling, use and maintenance of the fleet. The Operations Vice President is responsible for the day-to-day operations of the club and its fleet.

### GENERAL / ON-GOING DUTIES

1. Maintain accurate records for the entire fleet (TFC owned aircraft and leased aircraft). These records shall include, but are not limited to, the following:
  - Next annual inspection
  - Next 100 inspection
  - Static system certifications
  - Altimeter certifications
  - Transponder certifications
  - Engine TBO
  - ELT battery expiration
  - Oil change requirements
2. Schedule inspection and maintenance for all the above.

3. Maintain a list of approved maintenance facilities.
4. Monitor the maintenance recorder for incoming messages daily. Update the outgoing message at least every 48 hours and more often as needed.
5. Follow up on maintenance issues as they arise; schedule maintenance as necessary.
6. Recommend quarterly to Board both individual aircraft and fleet actions required to maintain / improve the assets of the club.

#### **CONTROLLER**

The controller shall prepare budget and funding information for the Texins Association; monitor member accounts for payment problems; prepare a monthly and annual financial status; and monitor the activities of the Treasurer.

#### **GENERAL/ON-GOING DUTIES**

1. Support Treasurer in keeping accurate records of the club's financial status. Report monthly.
2. Generate 30/60/90 Day Delinquency Lists and coordinate collection activities.
3. Coordinate overall budget and capital expenditure planning.
4. Oversee club's insurance plans.
5. Interface with Texins, as needed, to ensure accurate financial reporting.
6. Generate and present Texins' required quarterly and yearly reports.

#### **TREASURER**

The treasurer shall receive and disburse club moneys in accordance with Texins Association Procedures No. 2 (Budgets and Planning, dated 9/12/63) and No. 3 (Disbursements of Funds, dated 9/12/63); he shall maintain accurate records of financial activities of the club; he shall make monthly and annual reports of his official transactions; and he shall perform all other duties as properly pertain to his office.

#### **GENERAL/ON-GOING DUTIES**

1. In general, the Treasurer shall receive and disburse club monies in accordance with Texins Association procedures.
2. The Treasurer shall be responsible for administering and overseeing the TFC accounting system, its data entry, billing and accounts payable. The Treasurer shall also maintain a perpetual view of the club's financial status and provide the Controller and other Board members periodic reports, as required.
3. Generate and maintain profit / loss reports on individual aircraft.
4. Generate the billing and collect monies for club's flight operations. Work issues from the general membership regarding their statements.
5. Ensure timely payment of club's expenses.
6. Generate 1099 tax information for CFI's and plane owners that received payment from the club during the year.

### **MEMBERSHIP VICE-PRESIDENT**

The membership vice-president shall act for the president if the operations vice-president is unable to do so. He or she shall take complete charge of all elections, except self replacement. An officer appointed by the Board shall supervise the election of the membership vice-president. The membership vice-president shall report to the Board on all matters of recruiting and training and shall provide programs for regular meetings.

#### GENERAL / ON-GOING DUTIES

1. Promote the recruitment and retention of pilots and student pilots who will be active members of the club.
2. Maintain accurate records of our members, including but not limited to:
  - Club ID
  - Name
  - Address
  - Employer
  - Home and Work Telephone Numbers
  - Email Address
  - Rating(s)
  - Aircraft / Type Sign-Offs
  - Medical Certification
  - Last FAA Review
  - Last Club Review
3. Maintain club's mailing and email lists.
4. Coordinate speakers and agendas for club's monthly General Membership meetings.

### **COMMUNICATIONS OFFICER**

The communications officer shall report to the Board on all matters involving collection or dissemination of information that is club business. This officer shall cause to be recorded the minutes of all meetings and shall act as custodian of the communications archive.

#### GENERAL / ON-GOING DUTIES

1. Collect information and publish club's monthly Newsletter.
2. Maintain/update club's website.
3. Distribute all pertinent information regarding the club to its members.
4. Support other club officers in distributing their information, solicitations, etc..

### **TRAINER MAINTENANCE OFFICER**

The trainer maintenance officer shall report to the Board and coordinate with the operations vice-president on the maintenance of the trainer fleet.

#### GENERAL / ON-GOING DUTIES

1. Provide accurate data for the training fleet (TFC owned aircraft and leased aircraft) to the Operations Vice President.. This data shall include, but is not limited to, the following:
  - Next annual inspection

- Next 100 inspection
  - Static system certifications
  - Altimeter certifications
  - Transponder certifications
  - Engine TBO
  - ELT battery expiration
  - Oil change requirements
2. Inspect the trainer fleet for maintenance problems bi-weekly. Pull the Tach logs for the trainer fleet and deliver to the Treasurer bi-weekly.
  3. Maintain a list of desired maintenance actions which may need to be addressed at the next major maintenance cycle.
  4. Change oil on trainer fleet as dictated by the Operations Vice President.
  5. Maintain the cleanliness of the trainer fleet; schedule airplane washdowns at least quarterly.
  6. Recommend monthly to Operations Vice President both individual aircraft and fleet actions required to maintain / improve the assets of the club.

### **CROSS-COUNTRY MAINTENANCE OFFICER**

The cross-country maintenance officer shall report to the Board and coordinate with the operations vice-president on the maintenance of the cross-country fleet.

#### GENERAL / ON-GOING DUTIES

1. Provide accurate data for the cross country fleet (TFC owned aircraft and leased aircraft) to the Operations Vice President.. This data shall include, but is not limited to, the following:
  - Next annual inspection
  - Next 100 inspection
  - Static system certifications
  - Altimeter certifications
  - Transponder certifications
  - Engine TBO
  - ELT battery expiration
  - Oil change requirements
2. Inspect the cross country fleet for maintenance problems bi-weekly. Pull the Tach logs for the cross country fleet and deliver to the Treasurer bi-weekly.
3. Maintain a list of desired maintenance actions which may need to be addressed at the next major maintenance cycle.
4. Change oil on cross country fleet as dictated by the Operations Vice President.
5. Maintain the cleanliness of the cross country fleet; schedule airplane washdowns at least quarterly.
6. Recommend monthly to Operations Vice President both individual aircraft and fleet actions required to maintain / improve the assets of the club.

### **CHIEF FLIGHT INSTRUCTOR**

The chief flight instructor shall report to the Board and coordinate with the flight safety officer on all matters involving club flight instruction. This officer shall maintain a roster of flight instructors, decide when additions or deletions to the roster are necessary, evaluate instructor candidates, monitor flight training, aircraft checkout, proficiency check and annual flight check procedures and shall assign students to instructors.

#### GENERAL / ON-GOING DUTIES

1. Coordinate the club's Ground Schools.
2. Oversee flight training operations.
3. Ensure uniformity and completeness of all flight training.

### **FLIGHT SAFETY OFFICER**

The flight safety officer shall monitor all club policies, procedures and activities for safety hazards and shall investigate any safety related problems in the club. This officer shall keep records of any serious incidents at the club's home base or involving club operated aircraft, publish safety bulletins as needed and shall keep the club informed of developments outside the club that impact flight safety.

#### GENERAL / ON-GOING DUTIES

1. Promote / insure safe operations within the club.
2. Coordinate security issues with airport authority with respect to club's aircraft.
3. Investigate all incidents and accidents involving any club aircraft.
4. Ensure all paperwork is filed with the appropriate agency.