

## **THE CHIEF JOSEPH FLYERS, INC.** **OFFICER DUTIES AND RESPONSIBILITIES**

In Accordance with Article 6 of the club Bylaws, the Board of Directors has established the following Officer duties, roles and responsibilities:

### **President**

- \* Exercise overall responsibility for the proper and efficient operation of the club.
- \* Call and preside at club membership and Board of Directors meetings.
- \* Provide meeting agendas to the Secretary for inclusion in meeting announcements.
- \* Designate committees and appoint members as required.
- \* Sign club checks as required in the absence of the Treasurer.
- \* Co-sign any mortgage or loan note with the Treasurer and one other club Officer.
- \* Authorize off-station maintenance or repair of club aircraft in excess of \$250 in the absence of the Maintenance Coordinator.
- \* Assist with the duties and responsibilities of other club Officers as need arises.
- \* Stay informed of members' desires and grievances. Engage with other organizations and provide options for activities that advance aviation and contribute to member enthusiasm and cohesion.

### **Vice President**

- \* Ensure that the club's Membership Application & Agreement forms and procedures remain up-to-date and are available to all interested parties.
- \* Receive and review new member applications; arrange Board of Directors meeting for application approval.
- \* Maintain a list of memberships for sale or, if no memberships are for sale, a fair and transparent membership purchase waiting list. Assist approved applicants in locating a membership to purchase.
- \* Establish and administer new member orientation process to ensure familiarity with club Bylaws, Operating Rules, communication and information options, etc. Introduce new members at club meetings.
- \* Recommend and implement initiatives as necessary to maintain desired membership levels.
- \* Chair club Meetings in absence of the President.

### **Secretary**

- \* Maintain a current club Membership Roster with valid contact information. Notify the Treasurer of all changes for billing purposes.
- \* Monitor the club email account, respond to inquiries and forward messages to the proper persons for action.
- \* Check the club post office box regularly and disseminate correspondence to the proper persons for action.
- \* Record the minutes of meetings and make accurate record of all club proceedings. Make meeting minutes available to club members and file a copy in club records.
- \* Conduct official correspondence with club members and outside entities at the direction of club Officers.
- \* Conduct correspondence with members to provide at least 7 days prior notice of any annual, regular or special meeting.
- \* Conduct correspondence with Board Members to provide at least 1 day prior notice of any Board of Director meeting.

- \* Oversee the proper and permanent filing of club minutes, correspondence, member documents, and other records in an organized, secure, and accessible fashion, in either hard copy or electronic files as appropriate.
- \* Maintain the club website; post meeting notices, meeting minutes, and other updates as required.
- \* Ensure that updated and current membership lists are appropriately forwarded to the club's insurance carrier prior to any new member's first flight.
- \* Submit the club's Annual Report to the Oregon Department of State either online or by returning the completed form provided by the State; coordinate with the Treasurer to pay the filing fee.

## **Treasurer**

### General:

- \* Develop and maintain an itemized budget for club funds using appropriate accounting software. Club funds shall be apportioned as required to cover major recurring expenses, such as an engine overhaul fund.
- \* Divide responsibilities with and supervise the work of any assistant treasurer or bookkeeper.

### Monthly:

- \* Prepare and distribute invoices for members who regularly incur flight time charges, taking into account any reimbursements for costs incurred (off-station fuel, nav database subscriptions, etc.).
- \* Credit member accounts with payments received; reconcile any unmarked payments with the bank.
- \* Notify the Board of Directors of any member accounts delinquent by 60 days or more.

### Quarterly:

- \* Prepare and distribute invoices for members who do not regularly incur flight time charges.
- \* Provide computer printout of financial standings & condition of the club at regular and special meetings.

### Yearly:

- \* Prepare an annual report on the club's financial status, along with a Statement of Income and Expenditures, to be made available to club members at the Annual General Meeting and filed in club records.
- \* Renew the State of Oregon Aircraft Registration either online or via post, paying all required fees prior to its April expiration.
- \* Compute recommended dues, fees, and assessments for Board of Directors approval.
- \* Compute aircraft rental hourly flight rate for Board of Directors approval.
- \* Prepare and file the club's state and federal tax returns or postcards as applicable.
- \* Update and/or renew the club's insurance policies for aircraft, pilots, and hangar.
- \* Pay the club's property tax (for the Club hangar) to the Wallowa County Assessor's Office.
- \* Pay the club's airport land and facility leases to the Oregon Department of Aviation.

### Every 2 Years:

- \* Compute the value of club aircraft and each class of membership every 2 years or as directed by the Board.

### Every 3 Years:

- \* Renew the FAA Aircraft Registration for each club aircraft either online or via post, updating all club addresses and paying all required fees prior to its September expiration.

### As Required:

- \* Arrange for the proper deposit and disbursement of all club funds.
- \* Pay club bills promptly (fuel, mortgages, leases, maintenance, etc.) using authority to sign checks.
- \* Co-sign club mortgages or loan notes with the President and one other club Officer.

- \* Ensure new member accounts are added to Quickbooks, and delete any departed member accounts.
- \* Ensure all financial obligations are settled for any member who sells a membership prior to Board approval of the buyer's membership application.
- \* Respond to any club Insurance queries.

#### **Maintenance Coordinator**

- \* Maintain an Aircraft Status Board to communicate aircraft airworthiness issues to all club pilots.
- \* Track aircraft flight hours to ensure no recurring maintenance or required inspection is overflown. Use banners in the club's scheduling calendar to advertise maintenance in progress.
- \* For major airworthiness discrepancies, ground the aircraft and notify scheduled pilots of flight cancellations as required.
- \* Serve as the club's liaison to the aircraft mechanic.
- \* Report on current and upcoming maintenance matters at club meetings.
- \* Recommend maintenance and repair costs in excess of \$2,000 for Board of Directors approval.
- \* Authorize off-station maintenance or repair of club aircraft in excess of \$250.
- \* Ensure aircraft maintenance records are kept up-to-date and in good order per FAR requirements
- \* Provide information as necessary on recommended changes in operating procedures or best practices as required by ADs, ACs, or inspection findings in order to standardize procedure among club pilots.

#### **Board of Directors in General**

- \* Review and approve new member applications
- \* Convene a meeting to fill any club Officer or Director vacancies that arise between biennial club elections.
- \* Set member dues, fees, and assessments per membership class by resolution at least one per year.
- \* Set aircraft rental hourly flight rate by resolution at least once per year.
- \* Approve non-member Certificated Flight Instructors (CFIs) as club designated CFIs.
- \* As required, amend, repeal, or replace club Bylaws.
- \* Periodically update club Operating Rules as required.
- \* Suspend or terminate memberships as deemed necessary for violations of FAA regulations, club rules, financial delinquencies, or any other membership obligations as per the club Bylaws.
- \* Establish and administer a fair and transparent hangar rental process (e.g. maintain a waiting list).