

## **TERMS OF REFERENCE - DEPUTY OIC POWERED FLYING CLUB**

References:

- A. AP3223.
  - B. Companies Acts 1985 and 1989.
1. As Deputy OIC Powered Flying Club (PFC) you are responsible to the OIC for:
- a. Deputising in his absence and adhering to the requirements of his TORs.
  - b. Directly supervising the activities of other committee members.
  - e. Providing support in respect of the day to day management of the CPFC as defined by OIC PFC.
  - f. Ensuring that all Companies House returns are completed correctly and dispatched promptly in accordance with Reference B.
  - g. In concert with the Information Technology Member ensure maintenance of the CPFC internet Web Presence, ensuring timely update of information.
  - h. Maintaining the Membership lists and updating the forecast of members who require Medical or Annual Certificate of Experience action (in advance of requirement).
  - i. Maintaining the Red and Green Pilot currency board as used by duty Pilot / DOS to include:
    - a. Medical currency.
    - b. Certificate of Experience in date.
    - c. Signature of Flying Order Book.
    - d. Non-payment of Club Fees.
2. You are delegated authority to spend Club funds up to £1000 in any one month without Committee approval. The type of payments permissible include: Refund Flying Fees, Refund Membership Fees, Companies House Fees, Members Drinks, Internet Account, Purchases for the Club, and improvements/Equipment.

Issued by:

Received by:

Sig: \_\_\_\_\_

Sig: \_\_\_\_\_

P Shaw  
Flt Lt  
Chairman / OIC CPFC  
Sept 10

C McGee  
Mr  
Deputy OIC CPFC  
Sept 10