

TERMS OF REFERENCE – CHAIRMAN / OIC RAF COSFORD POWERED FLYING CLUB

References:

- A. GAI 1032.
- B. GAI J5136.
- C. Use of Military Airfields by British & Foreign Civil Aircraft (JSP 360).
- D. RAF Cosford Flying Order Book.
- E. Cosford Powered Flying Club Flying Order Book.
- F. The Air Navigation Order.
- G. AP3223.
- H. Queens Regulations for the Royal Air Force.
- I. Companies Acts 1985 and 1989.

1. As OIC RAF Cosford Powered Flying Club (CPFC) you are responsible to the Commandant DSAE & Stn Cdr RAF Cosford for the safe and efficient management of the CPFC. In particular, you are responsible for:

- a. Ensuring that the Club complies with the regulations and guidelines contained in References A to C.
- b. Ensuring that all flying activities are conducted in accordance with References D to F.
- c. Ensuring all financial activities are in accordance with References G and H.
- d. Ensuring that the Club, as a formally constituted limited company, complies with the requirements of Reference I.
- e. Ensuring all aircraft used by CPFC are maintained in accordance with airworthiness directives promulgated by the Civil Aviation Authority.
- f. Ensuring the Club complies with all relevant Health and Safety requirements, and any other applicable Service or civil legislation.
- g. Maintaining a close and effective liaison with OC Flying on all matters pertaining to flying operations and Flight Safety.
- h. Ensuring that the DOIC Acts as Company Director for the Limited Company and ensuring that all relevant paperwork is processed in accordance with Reference I and promptly forwarded to Companies House.

i. Consulting with the Commandant DSAE & Stn Cdr RAF Cosford before undertaking any business that could be considered novel or contentious.

2. The OIC is permitted to authorise payments of up to £1000 per month from Club Funds without recourse to a Committee Meeting. This authority will usually only be exercised in unusual circumstances; in addition, the OIC or his Deputy is authorised to spend Club funds up to £500 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: _____

T BAKER
Stn Cdr
RAF Cosford

P A SHAW
Flt Lt
OIC CPFC

20 Nov 2017

20 Nov 2017