

3.3 President - Duties and Responsibilities

- A. The president has the authority to carry out all functions listed below and is ultimately responsible for operational control. The president is responsible for the selection and employment of all employees of the Company. He is responsible for the appointment of qualified staff members and for insuring that each employee is properly instructed to perform his duties and responsibilities. He is responsible for the overall safety and efficiency of Company operations. He may delegate functions to other personnel but retains responsibilities. He also must be highly knowledgeable of the entire content of the operations manual, operations specifications and all Federal Aviation Regulations pertinent to Company operations.

3.4 Director of Operations - Duties and Responsibilities

- A. The director of operations has the authority to carry out all of the following procedures. The director of operations directly supervises the director of maintenance and the chief pilot. Specific duties are as follows:
1. Directs and/or oversees all training activities of flight crewmembers.
 2. Formulates plans and policies.
 3. Directs the execution of Company policies, establishes operations, personnel and equipment standards.
 4. Schedules aircraft to the available flight crewmembers and establishes personnel duty hours.
 5. Schedules aircraft into applicable inspections and maintenance and coordinates all flights.
 6. Conducts personnel interviews, hiring and discharging of flight and maintenance personnel and directs the training of all flight and maintenance employees.
 7. Obtains the necessary diplomatic clearances prior to departure for all flights into or over foreign countries and those countries listed in operations specifications.
 8. Distributes the company operations manual or portions of it to those persons listed on the table of distribution.
 9. Supervises distribution and posting of all information or memoranda relative to any changes affecting Company policy, route information, NAV-AIDS, NOTAMS, requisitioning of flying aids, aeronautical charts, etc. . .
 10. Insures prompt reporting, filing and follow-up action on accident reports to the appropriate FAA agencies.
 11. Prepares and maintains proficiency records, flight schedules, reports and correspondence pertaining to operations activities.
 12. Provides an adequate and current flight kit for each aircraft.
 13. Maintains current aircraft check list.