



FEDERAL ROUTINE ORDER

REQUEST FOR EXPRESSIONS OF INTEREST – Federal Staff Vacancies

- 1.0 With the resignation of Comr Jeff Powis, MSA the Federal Training Commissioner to take effect on 30th December 2009 I have decided, and advised the Council of the Australian Air League Inc, that it my intent to declare all Federal Commissioner appointments vacant at this date and to seek Expressions of Interest to fill the following major portfolios:
 - 1.1 Federal Administration Commissioner
 - 1.2 Federal Air Activities Commissioner
 - 1.3 Federal Finance Commissioner
 - 1.4 Federal Field Commissioner
 - 1.5 Federal Operations Commissioner
 - 1.6 Federal Training Commissioner
- 2.0 Portfolios may be amalgamated in some cases rather than individually allocated.
- 2.0 The current incumbents of the Federal Field and Finance Commissioner positions have indicated that they wish to retain their portfolios and are not required to submit an expression of interest. This does not stop members from expressing an interest in these two appointments.
- 3.0 The role of Federal Education Commissioner is not advertised as an appointment is pending.
- 4.0 Applicants, for these positions, would be current League or Life Members and any successful applicant, who currently holds a Group level appointment, may retain their Group appointment for a maximum period of six (6) months from the date of the Federal appointment. A successful applicant holding an appointment below Group level will be expected to relinquish that appointment immediately if successful with their Expression of Interest.
 - 3.1 Applicants who are not current serving League or Life Members who meet the criteria and who wish to submit an Expression of Interest are encouraged to so.
- 5.0 Expressions of Interest must be in writing and addressing the competencies required and setting out reasons why the applicant considers that he or she is suitable for the appointment, together with details of any relevant experience and/or qualifications held.
 - 4.1 APPENDIX "A" attached to this Routine Order details the requirements to be understood and addressed in the expression of interest.
 - 4.2 Applications which do not address the requirements of paragraph 5 will not be considered.

- 5.0 The Chief Commissioner retains the right to accept or reject any Expression of Interest in his unfettered discretion.
- 6.0 Expressions of Interest will be received up until 1700 hours on Saturday 26th December and must be forwarded to Chief Comr. Ian Rickards, LM., DSA., MSA. Chief Commissioner.
- by mail to P O Box 1226, Narre Warren, 3805 or
 - email to chiefcomr@airleague.com.au or
 - facsimile to 03 9705 0753
- 7.0 The Chief Commissioners will review the Expressions of Interest during January 2010, seek advice, initiate discussions and it is expected that the appointments will be made by 30th January 2010.

**Issued for and on behalf of the
Council of the Australian Air League Inc.**



Chief Comr Ian Rickards, LM., DSA., MSA
Chief Commissioner & Chief Executive Officer



Australian
Air League

Australian Air League Inc.
ABN 66 585 094 960

Address all Correspondence to:

P. O. Box 1226

Narre Warren, Vic., 3805

Telephone: (03) 9705 0758

Facsimile: (03) 9705 0753

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Email: chiefcomr@airleague.com.au

Expressions of Interest for the position of a FEDERAL COMMISSIONER

The Australian Air League Inc. is committed to extending the benefits of being a member of our Organisation, widely recognised as the ***Primary School of Aviation***, to boys and girls throughout Australia.

The position of a Federal (National) Commissioner (Manager) is most important as it is these portfolios that assist the Chief Commissioner with the ongoing management and control of the League and its activities.

The positions are non salaried positions with reasonable out of pocket expenses being reimbursed.

The positions will suit experienced professionals who are able to develop and pursue focused programs through a range of conventional and innovative strategies. Real and sustained results will be measured.

The successful candidates will know and respect the volunteer ethos. They will be sound communicators and work effectively with other people. They will think and act strategically, be sound resource managers and, above all, demonstrate a strong track record of achievement.

The successful candidates must be able to demonstrate a strong commitment to the philosophy, principles and methods of the League and an understanding of the way the Organisation works. An ability to show flexibility and to be able to manage, and initiate, change is essential to these roles.

Whilst the League is looking for all of these attributes in the successful candidates ***this does not prohibit any person from submitting their expression of interest.***



Australian Air League

ROLE TITLE

Federal Commissioner

THE ORGANISATION

The **Australian Air League** is a national uniformed youth Organisation that has, as its prime goal, the encouragement of an interest in aviation as a career or as a hobby for the youth of Australia.

The Organisation is entirely self-funding and is staffed by volunteers who give their time generously to achieve its goals. The **Australian Air League** has no political, racial or religious connections.

The aims and objectives of the **Australian Air League** include:

- to foster and develop a spirit of aviation in the youth of Australia;
- to collect, collate and disseminate information on the history, progress and development of all branches of aviation and aerospace throughout the world for the purpose of instructing its members by lectures, demonstrations, practical involvement and otherwise;
- to provide effective opportunities for the personal, physical and social development of members by promoting good citizenship and encouraging self discipline, ingenuity, resourcefulness and self reliance;
- to establish squadrons of the **Australian Air League** Incorporated throughout Australia and to constitute rules and by-laws for their operation;
- to collaborate with Organisations and businesses to promote an awareness of the **Australian Air League** Incorporated;

The **League's** motto "**A Vinculo Terrae**" translates into "**Free from the bonds of the Earth**". This motto contains the very essence of flight into space.

AUSTRALIAN AIR LEAGUE MISSION STATEMENT - The Australian Air League is a youth Organisation which provides its members with the means to pursue an interest in the field of aviation, to achieve their full potential and become better citizens who can effectively serve our community.

THE POSITION

The Australian Air League manual at section 7 paragraphs 20 – 23 and 25 to 27 details the requirements which are detailed hereunder for the information of applicants. These are uniformed positions within the League.

20.0 Appointment of Federal Commissioners

20.1 Rank

20.1.1 The optimum rank is Commissioner.

20.2 Accountability

20.2.1 Federal Commissioners are responsible and accountable to the Chief Commissioner.

- 20.3 Organisational Relationships
- 20.3.1 Federal Commissioners shall establish and maintain such relationships as may be necessary to promote the best interests of the appointments and the League and have the authority to ensure the effective discharge of their duties.
- 20.4 Relationships to Include
- (i) The Council of the AAL
 - (ii) The individual Federal Committees
 - (iii) Groups within the League
 - (iv) External Organisations, professional bodies, government agencies
- 20.5 General Responsibilities of all Federal Commissioners
- 20.5.1 Be a member of the Council of the Australian Air League Inc.
- 20.5.2 Be a member of the Federal General Purpose Board
- 20.5.3 Chair their individual committees
- 20.5.4 Perform other duties as may be directed by the Chief Commissioner
- 20.5.5 Ensure that all matters contained in their portfolio are updated in the League Manual
- 20.5.6 Properly maintain all files, documents and records including computer data relevant to their appointment.
- 20.5.7 Provide to the Federal Training Commissioner material and competency standards relevant to their appointment.
- 20.5.8 Give advice to their Group counterpart on all matters pertaining to their appointment.
- 21.0 Responsibilities of the Federal Operations Commissioner - also refer Para 20.0**
- 21.1 Maintain close contact with the Chief Commissioner on all matters concerning the Groups and the Federal Staff and to receive from each Group and Federal Staff copies of ALL correspondence (other than that of a personal nature) between them and the Chief Commissioner.
- 21.2 Co-ordinate in conjunction with the Chief Commissioner that Federal Commissioners and Group Executive Commissioners ensure all rules, regulations and matters of policy affecting all members are put into effect as determined by the Council of the Australian Air League Inc.
- 21.3 Assist in the development of the League
- 21.4 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/Authorities across the complete spectrum of interests covered by the appointment.
- 21.5 Actively promote skills acquisition and enhancement and performance management throughout the League.
- 21.6 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.
- 21.7 Receive from Groups all applications for Australian Air League Inc. Service Awards other than Life Membership, Distinguished Service Award and Meritorious Service Award.
- 21.8 Command and control, as directed by the Chief Commissioner, the functions of Federal Staff Officers.
- 21.9 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect
- 21.10 Co-ordinate the updating of the AAL Manual
- 21.11 Exercise direct command and control over Squadrons/Wings established in each State/Territory until the Council of the Australian Air League Inc. grants them Group status.
- 21.12 Co-ordinate AAL Cadet of the Year nominations.
- 21.13 Advise the Chief Commissioner on equity and access issues relevant to all members of the League.
- 21.14 Ensure the efficient and effective operation of the Federal Procurement and Publications Sections.

- 21.15 Prepare Federal Routine Orders, Standing Orders and Federal Instructions for production and distribution.
- 21.16 Maintain effective monitoring of the League's Retired Officers List/Life Member List and ensure adequate communication is maintained.
- 21.17 Cause to be maintained the central register of all Australian Air League Inc. members and to receive all relevant documentation from Groups associated therewith.
- 21.18 Cause to be kept the Register of League and Life Members
- 21.19 Cause to be kept a complete record of awards made at all exhibitions, reviews and shows conducted by the League where necessary.
- 22.0 Responsibilities of the Federal Administration Commissioner - also refer Para 20.0**
- 22.1 Oversee the administration functions within the League and to advise on administrative procedures.
- 22.2 Maintain and revise all forms in use by Federal and monitor all Forms in use by Groups.
- 22.3 Actively promote skills acquisition and enhancement and performance management relating to administration matters.
- 22.4 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/authorities across the complete spectrum of interests covered by the appointment.
- 22.5 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.
- 22.6 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect.
- 22.7 Receive from Groups all applications for Australian Air League Inc. Life Membership, Distinguished Service Award and Meritorious Service Award.
- 22.8 Attend all meetings in connection with the Council of the Australian Air League Inc. and keep, or arrange to be kept records and minutes thereof.
- 22.9 Receive all memoranda, letters and applications for consideration by the Council of the Australian Air League Inc.
- 22.10 Collect and arrange all statistical or other information that may be deemed necessary by the Council of the Australian Air League Inc.
- 22.11 Attend to all correspondence on behalf of the Council of the Australian Air League Inc.
- 22.12 Cause notice to be given of all meetings of the Council of the Australian Air League Inc.; arrange all business for consideration by that Council and to prepare the agenda.
- 22.13 Cause notice to be given of all Annual General Meetings and Special Meetings of the League and arrange all business for consideration by those meetings and to prepare the agenda.
- 22.14 Cause to be kept all necessary records of the affairs of the League.
- 22.15 Attend to the day to day administration matters of the Council of the Australian Air League Inc. - in consultation and conjunction with the Chief Commissioner - and to ensure compliance with the Associations Incorporation's Act 1984 as amended and relevant Regulations.
- 22.16 Arrange necessary insurances as directed by the Council of the Australian Air League Inc. and advise Groups on insurance matters.
- 22.17 Make application for funding as directed by the Council of the Australian Air League Inc.
- 22.18 Advise and direct all Units - in consultation and in conjunction with the Chief Commissioner - on matters directly related to the League as an Incorporated Association.

- 22.19 Perform such other duties as may be directed from time to time by the Council of the Australian Air League Inc.
- 22.20 Accept functions delegated by the Council of the Australian Air League Inc. for the efficient and effective management of the League.
- 23.0 Responsibilities of the Federal Field Commissioner - also refer Para 20.0**
- 23.1 Ensure the efficient operation of drill, band and physical activities throughout the League.
- 23.2 Organise all Federal Parades.
- 23.3 Ensure that camping activities are properly controlled and all necessary precautions are taken for the welfare of members.
- 23.4 Ensure the efficient and effective operation of the Duke of Edinburgh Award Scheme throughout the League.
- 23.5 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/authorities across the complete spectrum of interests covered by the appointment.
- 23.6 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.
- 23.7 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect.
- 24.0 Responsibilities of the Federal Education Commissioner - also refer Para 20.0**
- 24.1 Ensure the efficient operation of education activities throughout the League
- 24.2 Maintain and revise the education syllabus to ensure its currency.
- 24.3 Organise all Federal Education Displays/Competitions
- 24.4 Actively promote skills acquisition and enhancement and performance management relating to education matters.
- 24.5 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/authorities across the complete spectrum of interests covered by the appointment.
- 24.6 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.
- 24.7 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect.
- 25.0 Responsibilities of the Federal Finance Commissioner - also refer Para 20.0**
- 25.1 Report on the financial state of the Australian Air League Inc. accounts to the Council of the Australian Air League Inc. and to provide sound financial management advice to that Council.
- 25.2 Ensure sound financial management practices are applied throughout the League to all finance matters.
- 25.3 Receive from Groups and individuals all monies due to the League and to issue receipts for it and ensure that such monies are paid into the League's accounts within 14 days of receipt.
- 25.4 Prepare and present the annual accounts, accompanying reports and a budget each year for endorsement and approval by the Council of the Australian Air League Inc.
- 25.5 Pay accounts approved by the Council of the League Inc. and to use discretion to pay accounts in consultation with the Chief Commissioner prior to approval by that Council and report it for that Council's approval.
- 25.6 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/authorities across the complete spectrum of interest covered by the appointment.
- 25.7 Actively promote skills acquisition and enhancement and performance management relating to finance matters.
- 25.8 Arrange bank signatories on the appropriate authority and where required, supply explanatory details to financial institutions

- regarding exemption from stamp duty, GST and other relevant financial regulations and statutes etc.
- 25.9 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.
- 25.10 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect.
- 25.11 Ensure that all finance matters contained within the Australian Air League Inc. Manual are updated.
- 25.12 Arrange and recommend external auditor(s) for the various League accounts.
- 25.13 Receive from Groups such finance information as necessary to ensure the efficient operation and report any matter of concern to the Council of the Australian Air League Inc.
- 25.14 Produce the financial and bank records to the Annual General Meeting and Council of the Australian Air League Inc. meetings when requested to do so.
- 25.15 Keep vouchers for payments authorised by the Council of the Australian Air League Inc. and keep a precise inventory of all property of the League.
- 25.16 Properly and adequately maintain all files, documents and records including books of account and financial statements as required by the Auditor(s), Statute, Governments and the League.
- 25.17 Submit financial statements to all constituted meetings of the Council of the Australian Air League Inc.
- 26.0 Responsibilities of the Federal Air Activities Commissioner - also refer Para 20.0**
- 26.1 Ensure the efficient operation of Air Activities throughout the League.
- 26.2 Allow or disallow any flying activities proposed by members or Units of each Group
- 26.3 Organise Federal Air Activities
- 26.4 Ensure that Air Activities are properly controlled throughout the League and all necessary precautions are taken for the welfare of members whilst engaged in Air Activities.
- 27.0 Responsibilities of the Federal Training Commissioner - also refer Para 20.0**
- 27.1 Co-ordinate all activities relating to training and skills development.
- 27.2 Following consultation with other Federal Commissioners, provide competency standards for training and skills development throughout the League.
- 27.3 Co-ordinate the preparation and issues of all training materials to be used within the League
- 27.4 Co-ordinate the development, assessment and certification of new training courses, programs and/or equivalent.
- 27.5 Collate central records of all formal training activities conducted by the League and ensure this material is readily accessible
- 27.6 Co-ordinate the process of certification and accreditation of courses throughout the League.
- 27.7 Develop and issue the basic League information to be included in induction/orientation processes for new members.
- 27.8 With the authority of the Chief Commissioner, co-ordinate contacts with external Organisations/authorities across the complete spectrum of interests covered by the appointment.
- 27.9 Actively promote the best interests of the League at all times in discharging the responsibilities of the appointment.
- 27.10 Ensure all rules, regulations and matters of policy affecting the appointment are put into effect.

KEY RESULT AREAS

It is expected that the League will be developed, in conjunction the Federal Commissioners and Group Executive Commissioners, through enhanced interactions of the League and its activities with local government, businesses and other community agencies and the wider community resulting in tangible and sustained support to the Organisation. Particular regard needs to be taken to use External Relationships to enhance our operations and effectiveness.

To achieve the above Key Results, the Federal Commissioners will be assisting the Chief Commissioner to achieve the following:

- To ensure that a development program leading to membership growth that is measurable and sustainable. The program may at times be radical and innovative but will remain in full accord with the existing Organisation Aims & Objectives.
- Drive the strategic planning process and Implement the League's current Strategic Management Plan
- Lead the further development of the Australian Air League Inc. business and marketing strategies for new ventures and member services
- Lead the activities and services that are provided by the League at a National level, meeting and modeling the highest standards of ethics and integrity
- Develop new partnerships and business opportunities, with industry, Government, other peak industry bodies and academia to enhance the business and corporate position of the Australian Air League Inc.
- Advise and support the Chief Commissioner in the management of key stakeholders and an extensive range of external interactions and relationships
- Provide authoritative advice and information to the Chief Commissioner on the business activities of the League and oversee strategic resource management activities of the League
- Actively participate in and contribute to excellence in corporate governance at all levels of the League
- Be an integral part of an effective high performing and flexible team proud of its work and focused on delivery of the highest quality services to members
- Delivery of annual specifically agreed targets

QUALIFICATIONS AND EXPERIENCE REQUIRED

The successful candidates will have a track record in producing positive, measurable and sustained outcomes.

Main attributes would likely be:

1. Strong leadership and management experience including excellence in people, general resource, systems and change management
2. Excellence in communication and presentation skills in order to build relationships with key influential stakeholders and with members
3. Demonstrated experience and a track record in the establishment and building of flexible and productive teams
4. Demonstrated skills in policy development and strategic planning
5. Understanding of marketing and public relations in a not for profit Organisation
6. Proven ability to work effectively at the most senior management level

COMPETENCIES

- 1. Knows and Understands the Organisation**
 - Understand and commit to the philosophy, principles and methods used within the League;
 - Understand member needs and the nature of the work undertaken by the League and its range of stakeholders;
 - Understand the dynamics and support requirements of community agencies in general and air League Units in particular.
- 2. Thinks and Acts Strategically**
 - Recognise stakeholders and their views, and work to meet their needs;
 - Understand broader organisational requirements;
 - Look beyond the immediate situation or context to find solutions.
- 3. Communicates with Skill**
 - Write and speak persuasively;
 - Negotiate effectively with all current and potential stakeholders;
 - Understand and accommodate sensitivities in written and spoken communication.
- 4. Works Well with Others**
 - Understand the imperative of a one-team approach and cooperate with others to build and enhance positive working relationships and to achieve goals and objectives
 - Be flexible and responsive to evolving changes in needs, approaches and requirements;
 - Provide support to other team members.
- 5. Accesses and Applies Resources Effectively**
 - Demonstrate sound basic skills in budgetary management;
 - Identify and access external financial and other resources able to be used in support of development;
 - Manage resources and identify and set priorities to achieve outcomes.
- 6. Gets results**
 - Engage others in the development and implementation of quality program initiatives;
 - Think and act flexibly to achieve outcomes;
 - Meet deadlines;
 - Work independently when required.