



Australian
Air League

FEDERAL OPERATIONS CIRCULAR #1

F/OC/1/15
February 2015

ASSISTANTS TO FEDERAL COMMISSIONERS

1.0 Background

- 1.1 At the November meeting of Federal Commissioners in Melbourne (22/11/14) a proposal was discussed to introduce a new federal appointment in 2015, to be known as Assistant to Federal Commissioner.
- 1.2 Section 7 of the Air League Manual makes provision for these appointments and it was agreed that the proposal be accepted for a trial period and subject to regular review.
- 1.3 The primary aim of this initiative is to identify and develop leadership talent, and enable junior officers to contribute to the Air League in a strategic capacity for a defined period.
- 1.4 Appointees will use the elevated opportunity to build valuable leadership skills, develop new networks and learn from the Air League's most senior officers - while experiencing firsthand the challenges of leading and managing a national organisation.
- 1.5 Assistants can be called upon to represent the Federal Commissioner as needed at training camps, courses, parades, squadron visits etc.
- 1.6 Assistants will also work alongside their respective Federal Commissioner on major projects of national significance – sometimes taking-on the role of project leader.

2.0 Eligibility

- 2.1 The appointees will retain their current rank and will be expected to continue in their existing Squadron or Wing role(s) with equal and undiminished enthusiasm.
- 2.2 Suitable candidates are expected not to be currently serving in a command position (OC Sqn or Wing), Trainee Officers or as members of Group staff.
- 2.3 The fixed term period will be set for one year, commencing 1 July, with the possibility to extend for an additional year following successful review.
- 2.4 Positions available include:
 - Assistant to Federal Air Activities Commissioner
 - Assistant to Federal Education Commissioner
 - Assistant to Federal Field Commissioner
 - Assistant to Federal Operations Commissioner
 - Assistant to Federal Training Commissioner
 - Assistant to Federal Marketing and Publicity Commissioner
- 2.5 Roles and responsibilities of Federal Commissioners can be found in the Air League Manual.

3.0 Process

- 3.1 Expressions of Interest (EOI) are sought and must be in the hands of the undersigned no later than 5pm on Thursday 30 April 2015. Email address for EOIs is: operations@airleague.com.au.
- 3.2 EOIs must include the applicant's contact details, brief record of service, background interests and reasons for applying.
- 3.3 Each Federal Commissioner will consider the relevant EOIs; arrange face-to-face discussions or telephone conversations to discuss the role before making a recommendation.
- 3.4 The Chief Commissioner will approve all appointments.
- 3.5 Assistants will report to the Chief Commissioner, through the relevant Federal Commissioner.

Comr Ray King

Federal Operations Commissioner
28 February 2015