




FEDERAL ROUTINE ORDER

APPOINTMENT OF CHIEF COMMISSIONER – Expressions of Interest

- 1.1 The position of Chief Commissioner becomes vacant on 31 December 2015.
- 1.2 The Australian Air League Inc., Constitution at paragraph 15.3 makes provision for the Council to appoint the Chief Commissioner for a four (4) year term, commencing at the mid-point of the term of Office of the Chair of the Council of the Australian Air League.
- 1.3 The Constitution goes on to say
 - 1.3.1 The current incumbent is eligible for re-appointment and need only indicate his or her willingness or otherwise to be re-appointed
 - 1.3.2 Prior to the commencement of the term of office of the Chief Commissioner, the Council shall invite expressions of interest for the appointment from eligible League and/or Life Members, such expressions of interest to be in writing, 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.
 - 1.3.3 Such invitations for applications to be circulated as widely as possible throughout the League.
 - 1.3.4 Copies of the expressions of interest (EOI) to be distributed to all members of the Council with the Agenda of the Council meeting prior to the commencement of the relevant term of office, and, if necessary, a vote of members taken at the meeting by secret ballot, or by postal vote, as appropriate.
 - 1.3.5 The Council retains the right to accept or reject any application at its discretion.
- 2.0 The current Chief Commissioner has not indicated that he will, or will not, not be offering himself for re-appointment.
- 3.0 The duties of the appointment of Chief Commissioner are detailed in the Australian Air League Manual Section 7 Paragraph 19.
 - 3.1 Attached to this Routine Order is Appendix A detailing
 - Role Title
 - The Organisation
 - The Position
 - Key Result areas
 - Qualifications and Experience Required
 - Competencies

- 3.2 The successful candidate 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.
- 3.3 The successful candidate 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.
- 3.4 As with all adult leaders in the League, they will undergo the necessary external Government checks to obtain the required clearance to work unsupervised with children.
- 3.5 Whilst the League is looking for all of these attributes in the successful candidate this does not prohibit any person from submitting their expression of interest.
- 4.0 Expressions of Interest should include a letter addressing the competencies as well as a detailed resume which demonstrates the qualifications and experience required. Expressions of Interest will be considered only where the required competencies are specifically addressed.
- 5.0 CLOSING DATE FOR APPLICATIONS.**
- 5.1 All EOI must be in the hands of the Chief Commissioner no later than Saturday the 18th July 2015.
- 5.2 A copy of the EOI must also be sent to the Chair of the Council of the AAL to reach him by no later than Saturday the 18th July 2015.
- 5.3 EOI are to be sent to the Chief Commissioner as follows:
- 5.3.1 by Australia Post to P. O. Box 1226, Narre Warren, VIC, 3058
 - 5.3.2 by email to chiefcomr@airleague.com.au
 - 5.3.3 by facsimile to 03 9705 0753
- 5.4 Copy of the EOI sent to the Chief Commissioner are to be sent to the Chair of the Council, Gp Comr (Retd) Matthew Little as follows:
- 5.4.1 by Australia Post to 19 Sylvania Street, Wellington Point, QLD, 4160
 - 5.4.2 by email to chair@airleague.com.au
- 5.5 Enquiries may be directed to the Chief Commissioner on
- 03 9705 0758 After Hours (6pm – 9pm)
 - 0412 102 213
 - chiefcomr@airleague.com.au

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



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

APPENDIX A

Expressions of Interest for the position of CHIEF 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 Chief Commissioner is the most senior position in the Organisation and is responsible and accountable to the Council of the Australian Air League Inc. for the ongoing management and control of the League and its activities.

The position is a non salaried position 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 candidate 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 candidate 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. As with all adult leaders in the League, they will undergo the necessary external Government checks to obtain the required clearance to work unsupervised with children.

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

Expressions of Interest should include a letter addressing the competencies as well as a detailed resume which demonstrates the qualifications and experience required. Expressions of Interest will be considered only where the required competencies are specifically addressed.



Australian **Air League**

ROLE TITLE

Chief 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.

WHO CAN JOIN?

Girls and boys from the age of 8 years through to 18 are eligible to join a Squadron as a cadet and participate in the weekly meetings and regular activities. On reaching the age of 18 many cadets choose to remain in the Organisation as Officers or Instructors, with some members having life-long associations with the Air League.

Adults who wish to join become Trainees and under the guidance of structured training programs can progress through the ranks. Aviation experience is not necessary if joining as an adult, as training is available. During this period of training, members learn the basic requirements to become an Officer and get to know other members and their positions within the **Australian Air League**.

Parents and supporters who would like to be involved but don't have time to attend regular Squadron activities can choose to join as Associate Members. They can also participate in the operation and activities of Squadron/Branch Committee.

THE POSITION

The Chief Commissioner of the Australian Air League Inc. will actively work to extend the known benefits and advantages of the League to a wider population.

Organisational Relationships - the Chief Commissioner shall establish and maintain such relationships, as may be necessary and desirable to promote and develop the best interests of the Australian Air League Inc.

These relationships Include but are not limited to:

- The Council of the Australian Air League Inc.
- Groups
- External Organisations, professional bodies, government agencies, other youth Organisations and others

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.

The **major responsibilities** of the position are:

- Efficiently and effectively manage the operation of the League on a day-to-day basis.
- Exercise authority and power as the senior officer of the League.
- Exercise command and control over all members, Groups, Wings, and Squadrons within the Australian Air League.
- Uphold the Statement of Purpose and the Constitution together with the Rules and Regulations of the League.
- Ensure all rules, regulations and matters of policy affecting the League are put into effect.
- Ensure in conjunction with the Federal Operations Commissioner that Federal Commissioners and Group Executive Commissioners implement 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.
- Co-ordinate and manage all activities on a Federal level.
- Promote the development of the League.
- Co-ordinate contacts with external Organisations/authorities especially other youth Organisations/authorities across the complete spectrum of interests covered by the League.
- Actively promote skills acquisition and enhancement and performance management throughout the League.
- Preside at all Federal Parades and similar functions and where appropriate make announcements of Federal policies or other matters at such functions.
- Receive reports as necessary for the efficient and effective management of the League including reports relating to the conduct and control of all classes of members of the Australian Air League Inc.
- Ensure compliance with the Associations Incorporations Act 1984 as amended and relevant Regulations.
- Accept functions delegated by the Council of the Australian Air League Inc. for the efficient and effective management of the League.
- Properly and adequately maintain all files, documents and records relevant to the appointment.
- Arrange Public Relations

KEY RESULT AREAS

- A major role will be 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 National Office of the Society 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 Council in the management of key stakeholders and an extensive range of external interactions and relationships
- Provide authoritative advice and information to the Council and members 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
- Manage 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 candidate will have a track record in producing positive, measurable and sustained outcomes for business, government or not-for-profit Organisations.

Main attributes would likely be:

1. Strong leadership and management experience including excellence in people, general resource and systems management
2. Demonstrated ability to develop partnerships and business opportunities to enhance the business and corporate position of the the Australian Air League Inc.
3. Excellence in communication and presentation skills in order to build relationships with key influential stakeholders and with members
4. Demonstrated experience and a track record in the establishment and building of flexible and productive teams
5. Demonstrated skills in policy development and strategic planning
6. Understanding of marketing and public relations in a not for profit Organisation
7. High level strategic and conceptual thinking skills with a proven ability to adapt to new situations and to identify and develop creative solutions and opportunities
8. 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.