Alliance Airways

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Administrative Duties
Last updated 3/10/2014

Mission Statement

Our mission statement is simple – Enhance the Alliance Airways experience within X-plane.

Owners
I. Duties
    A. Bear the Full Responsibility of the Virtual Airline known as Alliance Airlines.
    B. The Owners recognize and value the opinions of the Management Team, but it is understood, should it become necessary, the owners have the final say with all matters regarding Alliance Airlines.

Management Team
I. Duties
    A. The function of the Management Team is to help carry out the vision of the VA.
    B. Policy will be made by the Ownership with the guidance of the Management Team.
    C. The management Team will aide in any administrator duty as described below when the administrator is on vacation, needs time off for family matters, etc…
    D. The Management Team will also have monthly meetings on TS (TeamSpeak) in order to facilitate moving forward with issues that pertain to the VA. Will use the forums in between meetings, but most items will be tabled for the meetings on TS.
    E. The Management Team will aid in the selection of administrators for open Administrator positions.
    F. Recommend the removal of an administrator from their position and/or pilot roster.
    G. Recommend the removal of pilots that are not in compliance with AXX regulations other than not meeting flight minimums at the request of the hub director.
    H. There is no term limits for Management Team members.
I. Membership Qualifications and Selection
    A. Team members are hand selected by the Owners of Alliance Airways.
    B. If any member of the Management Team is deemed to be an unsuitable fit, the Owners reserve the right to remove him/her at their discretion.

Hub Directors
I. Duties
    A. Add new pilots to their roster.
    B. Add new pilots to the AXX message forums.
    C. Monitor pilot's flight hours at least once per week (the more the better) to ensure the following
        1. Pilots who are not online certified are not reporting online IFR flights (only VFR flights on trainer aircraft are permitted or if they fly IFR with a mentor).
        2. Reported flight time (online or offline) correspond to the actual flight flown.
        3. Online flights over 10 hrs should be verified to ensure that the flight was actually flown (use VATAWARE for this).
        4. Use Google Earth to ensure that pilots who crash their aircraft are not reporting the flight. (Flight paths are only visible for 72 hours after a flight)

5. Flights that are conducted are done in the appropriate aircraft.
D. Delete inactive pilots from their respective hub (make room for new pilots). If the inactive pilot holds an administrative position, hub director notifies the VA ownership, the ownership will then decides what to do with the inactive pilot (See hub director manual).
E. When a pilot has been placed on leave, no action by the hub director is needed for a pilot to come off leave status. A pilot simply enters an acars pirep or manual flight report. Two flights will be required the month a pilot comes off leave to change their status dot to green (See LOA and ELOA policy).
F. Hub directors will also be responsible for verifying flight reports that are submitted manually. If a flight report submitted manually will give the pilot a promotion they will receive that promotion when the flight is verified.
G. Hub directors will first attempt to resolve actions by pilots that are not in compliance with AXX regulations such as but not limited to, flying online without being online certified, unusual pireps, etc. If a resolution cannot be reached, pilots are then placed in suspension status, further action is then taken by the VA ownership.
H. Add/delete/modify flights that pertain their hub.

II. *Membership Qualifications and Selection*
   A. Must hold a minimum rank of Airline Transport Pilot.
   B. Must hold VFR, IFR certifications

Flight Operations Director

I. *Duties*
   A. Add, modify, and delete flight schedules as needed.
II. *Membership Qualifications and Selection*
   A. Must hold a minimum rank of Airline Transport Pilot.
   B. Must hold VFR, IFR

Special Operations Director

I. *Duties*
   A. Add, modify, and delete missions for Special Operations.
II. *Membership Qualifications and Selection*
   A. Must hold a minimum rank of Airline Transport Pilot.
   B. Must hold VFR, IFR

Tours and Charters Director

I. *Duties*
   A. Add, modify, and delete flights for Tours and Charter operations.
II. *Membership Qualifications and Selection*
   A. Must hold a minimum rank of Airline Transport Pilot.
   B. Must hold VFR, IFR

Helicopter Operations Director

I. *Duties*

     A. Add, modify, and delete flights for helicopter operations.

II. Membership Qualifications and Selection
     A. Must hold a minimum rank of Airline Transport Pilot.
     B. Must hold VFR, IFR

<u>*Flight School*</u>

Flight School administrators will work together as a team for a common goal "to provide high quality flight training, from basic training (VFR), to advance training (IFR)"

Chief Flight Instructor
I. Duties
     A. In charge of the Flight School and Certification center.
     B. Helps fellow instructors when needed and takes over any of the instructor positions when the instructor is on vacation.

II. Membership Qualifications and Selection
     A. Must hold a minimum rank of Airline Transport Pilot.
     B. Must hold VFR, IFR, online VFR, online IFR certifications

Student Pilot Instructor
I. Duties
     A. Help new pilots with all aspects of the VA, such as setting up acars, web page orientation, message forum orientation, etc…

II. Membership Qualifications and Selection
     A. Must hold a minimum rank of Airline Transport Pilot.
     B. Must hold VFR, IFR, online VFR, online IFR certifications

Private Pilot Instructor
I. Duties
     A. Develop basic training tutorials and help pilots understand basic flight skills.
     B. Administer basic training check rides
     C. Update pilot profiles to reflect check rides that have been successfully completed.
     D. Develop, modify, and remove, check rides (VFR) as needed.

II. Membership Qualifications and Selection
     A. Must hold a minimum rank of Airline Transport Pilot.
     B. Must hold VFR, IFR, online VFR, online IFR certifications

Commercial Pilot Instructor
I. Duties
     A. Develop advanced training tutorials and help pilots understand advanced flight skills.
     B. Administer advanced training check rides

C. Update pilot profiles to reflect check rides that have been successfully completed.

D. Develop, modify, and remove, advanced (IFR) check rides as needed.

II. *Membership Qualifications and Selection*

A. Must hold a minimum rank of Airline Transport Pilot.

B. Must hold VFR, IFR, online VFR, online IFR certifications

Online Network Instructor

I. *Duties*

A. Develop online training tutorials and help pilots understand online flight skills

B. Plan monthly Alliance Online Fly In Events.

C. Administer online certification check rides

D. Develop, modify, and remove online certification check rides as needed.

II. *Membership Qualifications and Selection*

A. Must hold a minimum rank of Airline Transport Pilot.

B. Must hold VFR, IFR, online VFR, online IFR certifications

Research and Development

R&D Aircraft Director

I. *Duties*

A. In charge of the development and updating of aircraft.

B. Responsible for recruiting team members to aid in aircraft development.

C. Remove any aircraft development team member who is no longer performing their duties.

D. Upload aircraft to the Alliance hangar for Alliance pilots.

II. *Membership Qualifications and Selection*

A. Must hold a minimum rank of Airline Transport Pilot.

R&D Scenery Director

I. *Duties*

A. In charge of the development and updating of scenery.

B. Responsible for recruiting team members to aid in scenery development.

C. Remove any scenery development team member who is no longer performing their duties.

D. Upload scenery to the Alliance hangar for Alliance pilots.

II. *Membership Qualifications and Selection*

A. Must hold a minimum rank of Airline Transport Pilot.

R&D Web Page Director

I. *Duties*

A. In charge of the development and updating the Alliance web page.

II. *Membership Qualifications and Selection*

A. Must hold a minimum rank of Airline Transport Pilot.

R&D Plug-In Director

I. **Duties**
   A. In charge of the development and updating of plug-ins.
   B. Upload plug-ins to the Alliance hangar for Alliance pilots.
II. **Membership Qualifications and Selection**
   A. Must hold a minimum rank of Airline Transport Pilot.