## **209.** Flight Operations Officer / Chief Pilot

1. The Flight Operations Officer / Chief Pilot (FOO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The Flight Operations Officer shall be responsible for:
   1. Overseeing all Squadron flying activities, including familiarization flying, gliding, flying scholarship training, and the Computer Aircraft Simulation Program / Centre (CASP / CASC).
   2. Ensuring all Squadron pilots maintain Squadron standards and that all appropriate check-rides and currency requirements are met;
   3. Maintaining records showing attendance and training progress of each cadet;
   4. Ensuring the ongoing individual training and development of all flying staff;
   5. Ensuring that there are always sufficient funds at the flying club;
   6. Provide regular updates to the CO of all moneys spent on flying operations, including prompt submission of receipts; and
   7. Undertaking such other duties as directed by the Commanding Officer.
3. The FOO shall prepare a budget for the years flying activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.