



Position: Flight Director

Reports to: Vice President of Operations

The Flight Director (FD) is the person ultimately responsible for every aspect of a given mission from initial planning through the post flight reunion. "Responsible" is the key concept, the FD is responsible for making sure each element of the mission is appropriately planned, resourced and executed; the FD does not do all the tasks.

The job of FD is for a given mission. The VP/Operations Selects the Flight Director for a specific flight. The FD reports to the VP/Operations and in turn, identifies the key mission support staff for the flight. In current practice, the positions are of two types:

1. general mission support (these tend to be permanent or semi-permanent assignments)
 - 1.1 Preflight coordinator
 - 1.2 Ticket coordinator
 - 1.3 Data Administer
 - 1.4 Medical Administer
 - 1.5 Ground Coordinator
 - 1.6 Flight Staff Assistant
 - 1.7 Photo/Video support - Ground

2 flight management positions (these are specific to the mission and flight)

- 2.1 Flight Staff Assistant
- 2.2 MXO
- 2.3 Bus Captains
- 2.4 Medical Team Leader
- 2.5 Logistics Coordinator
- 2.6 Photo/video support - flight

Working with the "mission team", and working from the FD's Checklist, the FD oversees the planning and execution of each phase of a given mission.

Qualifications

Understand the goal of the Honor Flight and its mission to successfully fly WW2, Korean Conflict and Vietnam Veterans to Washington DC to see the Memorial dedicated to these individuals.

Must understand the responsibilities of all positions that support VHF and how they affect the overall mission success.

Must have flown as an MXO (Can be waived by the Vice President of Operations) and shown to have a thorough knowledge of VHF mission procedures, exhibits good organizational and planning skills and have effective communication skills.

Position as Flight Director is demanding and at times time consuming You are the leader the mission and responsive to the issues and request of your MXO and VP of Operations.