



Position: VP of Special Projects & Events

Reports to: Hub President

REQUIREMENTS:

- Extensive Flight experience with Villages Honor Flight
- Knowledgeable about the organization and its history
- Advanced computer skills (Word, Excel, PowerPoint, General Internet)
- Effective written and oral communication skills
- Knowledge of the Flightless flights and their history
- Responsible for the Reunions, Xmas Parade, Vet monthly luncheons and any MAAD missions that are approved by the Board

- 1) Select and train Flight Staff identified for Flightless missions.
 - a) Select FD for each mission and work with FD in assigning staff for each mission
- 2) Organize the staff to run the Reunions and acquire vets/guardians for the Xmas parade
- 3) Organize any MAAD missions that are approved by the Board
- 4) Confirm current Flight Staff information in the system, update when necessary
- 5) Work with each Coordinator in Operation so they have the resources needed
- 6) Work closely with ground coordination to make sure that all parties have been contacted and will be present.
- 7) Work closely with media coordinator to ensure that people turn out for these missions
- 8) Analyze post mission reports to ensure policies and procedures are followed
- 9) Develop new procedures/policies when required
- 10) Authorize purchases required in support of missions up to \$1,000.00
- 11) Attend monthly management meeting representing Flight Operations
- 12) Manage the recruitment and training of Staff volunteers
- 13) Complete annual report to Hub President on operations