



CK GROUP MANAGING COMMITTEE

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Terms of Reference: Trustee

Trustee

The information specified below describes the responsibilities of the trustee:

- As required by Article 28(1) of the Air Navigation Order 2016, notify the CAA of any change of ownership by submitting form CA01 - Application for Registration of Aircraft or Change of Ownership
- As required by Article 28(1) of the Air Navigation Order 2016, notify the CAA of any change of shareholder by submitting an updated form CA04 – Aircraft Ownership Trustee Grid ANO 2016
- As required by Civil Aviation (Insurance) Regulations 2005, maintain adequate insurance of the aircraft
- Maintain a register of shareholders
- Notify the treasurer and membership sub-committee of changes to shareholder state
- Prepare, update and issue Terms of Reference for each managing committee role
- Be responsible for ensuring the orderly operation of the managing committee in compliance with the governing document by making sure:
 - all meetings are chaired and that adequate minutes are taken
 - that copies of all decisions are sent to all group members
 - the quorum for a group meeting is 11, which must include one committee member
 - when a vote is taken, a simple majority is enough to make a decision. Should a quorum not attend, and voting is tied, voting shall be by post.
- Ensure a comprehensive and complete handover of duties, knowledge and all group data/records to your successor, so the group business is not impacted.

Reviewed and issued by:

Bob Pearce – Trustee

03/11/20



Terms of Reference: Treasurer

Treasurer

The information specified below describes the responsibilities of the treasurer:

- Ensure all membership subscriptions are collected
- Ensure that all monies collected are recorded and banked regularly
- Maintain current accounts at the nominated bank
- Receive invoices for the expenditure including insurance, maintenance and hangarage for rent, for example and ensure rapid payment
- Maintain a ledger that records all the group's financial transactions
- Own the relationship with the bank used by the group
- Advise the trustee on the financial state of the group
- Provide an annual record of income and expenditure and inform the group at their general meetings
- Organize bank mandates as required
- Ensure a comprehensive and complete handover of duties, knowledge and all group data/records to your successor so the group business is not impacted.

Reviewed and issued by:

Bob Pearce – Trustee

03/11/20



Terms of Reference: Membership Billing

Membership Billing

The information specified below describes the responsibilities of the doing membership billing:

- Ensure that all monies collected are recorded and banked regularly
- Consolidate the daily flight logs and make sure as far as reasonably possible that the hours recorded are accurate
- Prepare and distribute monthly billing for recovery of charges for aircraft hours flown
- Make sure all outstanding charges are recovered as soon as possible
- Ensure a comprehensive and complete handover of duties, knowledge and all group data/records to your successor so the group business is not impacted.

Reviewed and issued by:

Bob Pearce – Trustee

03/11/20



Terms of Reference: Maintenance Team Lead

Maintenance Team Lead

The information specified below describes the responsibilities of the maintenance team lead:

- To notify the trustee without undue delay, of any state that may affect the insurance or continued airworthiness of the aircraft
- Make sure CAA Airworthiness Directives and Manufacturer's Service Bulletins are scheduled in the maintenance program
- Arrange quality maintenance, preventive maintenance and inspections to conform within the standards established by the CAA regulations, manufactures instructions and industry best practices
- Arrange troubleshooting of reported technical problems
- Provides technical support, as needed, to group members
- Ensuring all self-maintenance is recorded on form BMAA/AW/068b and retained with the aircraft logbook
- Review and ensure all required entries into the aircraft logbooks and permanent records are accurate and preserved in accordance with CAA requirements
- Procurement of consumables, parts and materials to support continued operations
- Perform maintenance planning along with the management oversight of inspections, repairs & modifications and timely scheduling of maintenance to least impact aircraft availability
- Provide on request all maintenance records and a summary report for the group annual general meeting
- Maintain a purchase order log for all maintenance expenditures on the aircraft
- Reconcile invoices with vendors and process to the treasurer for payment
- Ensure a comprehensive and complete handover of duties, knowledge and all group data/records to your successor so the group business is not impacted.

Reviewed and issued by:

Bob Pearce – Trustee

03/11/20