

THE STINSONS FLIGHT

OPERATIONS MANUAL

(SFOM)

1. **General:** This *Stinsons Flight Operations Manual* (SFOM) augments the *Stinsons Flight No. 2 Bylaws*, which provide basic policy, guidance and long-term parameters applicable to the organization and operation of the Flight. The SFOM addresses shorter-term operational matters which affect the day-to-day conduct of Flight business. Approval/revision authority for the Bylaws rests with the voting members of the Flight; for the SFOM it rests with the Flight's Board of Directors. If any conflict should arise between either of these documents and those of the national Order of Daedalians, the national Order's publications govern. Similarly, if there should be any conflict between the provisions of this SFOM and those of the Flight's Bylaws, the Bylaws govern.

2. **Background:** Since The Stinsons Flight was chartered in 1964 there have been numerous efforts to ensure continuity in the Flight's operations as one year's Flight staff is replaced by the subsequent year's staff or as individual staff officers are replaced in mid-term. These efforts have relied primarily on the ability and willingness of each staff officer to pass on to a successor a meaningful job description, a functional how-to-do-it and when-to-do-it checklist, a current file of relevant documents covering past and on-going activities, and a thorough briefing on all of the aforementioned. For a variety of reasons (e.g., short-notice PCS) many transitions have occurred without these necessary elements.

Furthermore, the Flight Bylaws prior to 1 January 1993 included a listing of all Flight staff officers and their duties. Because any change to the Bylaws must undergo a lengthy review process ending with the polling of the entire Flight membership, desired changes were seldom requested nor were implemented changes documented.

The SFOM is an outgrowth of a 1992 evaluation of these shortcomings.

3. **Purpose:** The primary purpose of the SFOM is to:

a. Assist the Flight's individual staff officers in the conduct of their day-to-day operations by providing a general description of their staff area responsibilities and a detailed listing of specific duties.

b. Improve the continuity of Flight operations by providing a durable, central depository for the key transition elements mentioned in the preceding paragraph.

c. Provide a means for each staff officer to check his/her own general responsibilities and specific duties against those of the other staff officers in order to ensure there are no undesirable overlaps or omissions.

4. **Related Documents**: It is not the purpose of the SFOM to provide a single-source listing of all responsibilities and duties of the Flight's staff officers. Though the SFOM's listings of duties, etc., may include references to or quotations from higher-level documents, each staff officer is expected to be fully familiar with and abide by the relevant instructions of these other documents:

- a. *Bylaws of the Order of Daedalians*
- b. *Order of Daedalians Flight Manual*
- c. *Memorandum No. 1 (Order of Daedalians)*
- d. *Bylaws of The Stinsons Flight No. 2*

5. **Individual Responsibilities**: The general responsibilities and specific duties which are unique to each staff function are listed in the appendices of this SFOM. In addition each of the Flight's staff officers will:

a. Ensure that the Flight is complying, in each staff area of responsibility, with the documents listed in Paragraph 4, above. Bring any discrepancies to the attention of the Flight Captain, along with recommended corrective actions.

b. Keep the Flight Captain (and all other Flight staff officers with related areas of interest) informed of on-going and planned program status, including changes in financial/budget status.

c. Periodically review all aspects of his/her staff area of responsibility to determine if the current programs/activities are in fact the best possible way to support the Flight's overall goals. Take the initiative in recommending more dynamic and imaginative ways to accomplish those goals.

d. Attend all Flight functions possible, particularly the Flight Board meetings and the Foulois and Stinson Field ceremonies. Inform the Flight Captain as far in advance as possible if unable to attend. Ensure that an assistant attends (or enlist the assistance of another staff officer) to represent the staff function at Board meetings and all other meetings at which the staff officer has duties to perform.

e. After coordinating in advance with the Publicity Chairman and/or *Windsock* editor, prepare and submit appropriate articles to publicize and support the Flight's activities; request appropriate photo coverage from the Flight Photographer.

f. Support other Flight officers, as requested, in fulfilling their Flight staff responsibilities.

g. Keep detailed records of all expenditures and revenues; prepare and submit to the Treasurer, when requested, a proposed budget entry for the coming year.

h. Maintain a complete, up-to-date file of all pertinent documents, correspondence, and how-to/when-to checklists; names, titles, addresses, and phone numbers of important contact points; and any other useful information and suggestions for passing on to his/her replacement.

i. Continually search for a qualified assistant and/or replacement. Make appropriate recommendations to the Flight Captain.

j. Continuously review and improve upon the relevant portions of this SFOM; coordinate recommended changes with the Flight Captain and other members of the Flight staff.

6. **Responsibility for Preparing Revisions and Amendments:** Frequent review and improvement of the SFOM is expected and encouraged. At least an annual updating is considered essential. Specific responsibility for preparation and coordination of recommended changes to the SFOM are as follows:

a. **For the main body:** the Flight Captain, who also is responsible for periodic review of the overall SFOM and for recommending changes to improve the overall usefulness of the SFOM.

b. **For each of the appendices:** the staff officer assigned responsibility for that staff specialty area.

7. **Approval Authority for Revisions and Amendments:** A proposed revision or amendment to the SFOM must be submitted in writing to the Board of Directors for review and subsequent discussion at a Board meeting. Final approval authority rests with the Board, as does the setting of the implementation date. After approval, a revision or amendment will be passed to the Flight Adjutant for publication and distribution. Each revised page will be annotated with the implementation date.

8. **Distribution:** The Flight Adjutant will maintain the master copy of the SFOM, ensure that adequate spare copies of the current SFOM are always on hand for distribution as directed by the Board or Flight Captain, and ensure that copies of the current SFOM are in the possession of all Board members no later than the first Board meeting in January of each year.

**The SFOM was approved by the Board of Directors
on 8 December 1992 for implementation on
1 January 1993.**

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