

Staff Information

Staff Information Document

1 Staff Structure

Moldova vACC will endeavour maintain the following staff positions to ensure proper management and running of the FIR.

Only members who are full members and have been a member of VATSIM for at least 3 months, can hold a staff position. If a member of staff leaves the division, they automatically lose their staff position(s).

Staff decisions will be made during staff meetings as long as 50% of the staff board is in attendance.

Vacant staff positions will be posted on the Moldova vACC website and VATSIM forum.

Moldova vACC staff will consist of the following positions:

ACCMD1 - vACC Director

ACCMD2 - Deputy vACC Director

ACCMD3 - ATC Training Director

ACCMD4 - Membership Director

ACCMD5 - Events/Public Relations Director

ACCMD6 - Webmaster

2 Staff Responsibilities

ACCMD1 - Republic of Moldova vACC Director

The Director is responsible for the everyday operations of the division and represents the vACC both internally and externally. ACCMD1 will manage vacant staff positions, and fill any such position until a suitable candidate is found. They must control a minimum of 2 hours in 2 months to remain an active controller. They must hold a minimum rating of a C1.

Summary of responsibilities as follows:

- Overseeing of all training operations within the Vacc
- Management of all staff members
- Calling of meetings and compilation of quarterly reports as well as reports as required
- Maintain a positive, professional and relationship with all Moldova vACC members
- Be responsive to emails
- Be accountable to Moldova vACC staff, members and the VATEUD Division.
- Maintain open communication lines with all concerned.
- Be active on the VATSIM network and ROvACC TeamSpeak.
- The Director may also create a deputy for each position listed above, and may also create positions for sundry staff should the need arise, with the same requirements and for an indefinite period.

ACCMD2 - Republic of Moldova vACC Deputy Director

The deputy division director is appointed by the Director, and will assist the director in all of the above mentioned responsibilities.

It is recommended that this position holds a minimum of an S3 rating.

This requirement is not mandatory.

ACCMD3 - ATC Training Director

The Training Director is responsible for all ATC training operations within the division. The training director must hold a minimum rating of an C1. They must control a minimum of 10 hours a month, and be available for training for at least half that time.

Summary of responsibilities as follows:

- Ensure that a suitable testing platform is in place for controller practical exams
- Appoints and dismisses all examiners, instructors, and mentors.
- Keep ATC training Documents up to date and update them regularly.

ACCMD4 - Membership Director

Membership Director has the responsibility of marketing Moldova vACC to acquire new members as well as to welcome new members to the network.

They must be responsive to the membership emails, and maintain a positive relationship with all Moldova vACC members.

Additionally, the Membership Director has the responsibility for the following tasks:

- Development, implementation and management of an effective induction for all new registrations
- Membership retention in relation to the conversion of enrolments versus actual online connections as well as the conversion of inactive members.
- Planning and executing opinion polls in conjunction with the Director
- Compilation of membership statistics on a monthly basis
- Coordination of member training with ATC Training Director
- Be active on the VATSIM network and ROvACC TeamSpeak.

ACCMD5 - Events / Public Relations Director

The Events Director is responsible for organizing and running regular events within the vACC. The public relations side of the role comes from ACCMD5 being responsible for all internal and external communications. This means the Social Media advertising and Forum posts regarding Controller Checkouts which are often coupled with events, so the roles complement each other rather well.

The Event Director's duties will include but not be limited to:

- Conceptualization and planning of at least 1 major event on a monthly basis and 2 secondary events every fortnight.
- Advertise events in as many of the following ways as possible
- Post onto the website and send email to members
- Arrange ATC if required for event
- Post on the various Facebook pages
- Post to the VATSIM Forums
- Post onto vRoute
- Post event's at least two weeks before hand to allow for adequate time for Flight Planning
- Must ensure that events operate smoothly, and must to receive any complaints or criticism openly, and act upon this feedback to improve on future events.

The Communications side of the role will include but not be limited to:

- Publishing of newsworthy articles on the VATSIM forums, Facebook, Twitter and VATSIM website
- Publishing of items of local and international interest onto the Moldova vACC website and Facebook page
- Ensures, in conjunction with Web Services Director (ACCMD6) that the content on the Website is relevant and up to date
- Handles all communication, in conjunction with ACCMD1, with external parties
- Responsible for the promotion of Moldova vACC to other divisions and vACC's as well as to VATSIM as a whole
- Be active on the VATSIM network and ROvACC TeamSpeak.

Any questions regarding this Document should be directed to (ACCMD1)