

Fly-In Chairperson Responsibilities

1. "Safety First" attitude.
2. Overall responsibility for the safe and efficient operation of your respective area.
3. Recruit volunteers for your area.
4. Train volunteers.
5. Schedule volunteers.
6. Ensure that your volunteers feel welcome, wanted and informed. Thank your volunteers for their assistance. Let them know how much they are needed BECAUSE THEY ARE!!! Communicate regularly with volunteers – especially by sharing Fly In–related information that impacts your area of responsibility and even more importantly if it impacts other areas, not only during the Fly–In but also on a year–round basis. The SUN ‘n FUN Fly–In would not be possible without the energy, talent and enthusiasm of our volunteers.
7. Communicate with SUN ‘n FUN staff (see above).
8. Determine specific needs for your area – especially as it relates to equipment – and make requests via the SUN ‘n FUN Chairman Site. (www.snfvol.org/login.php)
9. Return all Fly–In equipment to appropriate place(s) or place of pick–up. Specifically, tear down rental tables and chairs and stack neatly in one place; return all SUN ‘n FUN equipment to Fly–In Supply Headquarters; return golf carts to "Depot"; return radios to Radio Shack; etc.
10. Attend at least one Volunteer Chairperson’s Meeting (all of them, if possible). These meetings include important Fly–In information that should be relayed to your volunteers (see item #6 above).
11. Work with other Fly–In Chairpersons whose operations affect or are affected by your area. Maintain a "big picture" perspective on your operation and how it affects the overall Fly–In.

12. Beware of issues/hazards/concerns that you encounter, whether it is in your area of responsibility or in some other area. You are invited – and encouraged – to make suggestions that will help improve the overall Fly–In, even if that suggestion impacts an area(s) that is not your responsibility.
13. Compile a list of specific duties you and your area are responsible for so that it can be documented in order to ensure clarity and, when the time comes, a smooth succession and/or transition.
14. If your area of responsibility requires a budget, work with the appropriate SUN ‘n FUN staff member to ensure the budget is included in the overall Fly–In budget and, more importantly, that it receives approval. All SUN ‘n FUN money spent to support your area needs to receive prior approval.
15. Always promote SUN ‘n FUN to other possible volunteers and guests. Act as a “Goodwill Ambassador” for SUN ‘n FUN when attending other aviation-related events.
16. Gather interesting statistics (i.e. number of guests, number of aircraft, or campers, etc.) about your area during the Fly In and share it with the SUN ‘n FUN Media Center or Media Chairperson, Statistics Chairman, the Convention Administrator or a member of the SUN ‘n FUN staff. This information is very important to SUN ‘n FUN.
17. Share interesting events that might be taking place in your area with SUN ‘n FUN Headquarters prior to the Fly In for scheduling purposes. You are also strongly encouraged to share that information with the Media Center and SUN ‘n FUN Radio (which is carried “live” throughout the week of the Fly–In event in order to (1) promote the activity; (2) provide recognition to the volunteers who are making it happen; and (3) generate interest among the hundreds of media representatives covering the Fly–In who, in turn, share their stories with their readers around the world!