Policy and Procedures
Number: 402C
Date: 19 November 2001 Revision: 20
Subject: Administrative Assistant

1. Policy

a. The Administrative Assistant of the International Aerobatic Club is under the direct supervision of the IAC Executive Director.

b. Annual job performance and salary reviews will be performed by the IAC Executive Director within the guidelines of the administrative budget set annually by the IAC Finance Committee.

c. As a division of the Experimental Aircraft Association (EAA), the Administrative Assistant is considered a paid employee of EAA and may participate in EAA employee benefit programs such as health insurance, retirement planning, employee discounts, etc. However, IAC administrative costs are allocated directly from the IAC operating budget.

2. Duties and Responsibilities

The Administrative Assistant Job Description is attached.