



Purpose:

The purpose of this policy is to establish guidelines and procedures for the Historic Army Aircraft Flight (HAAF) to ensure continuity of operations and effective decision-making in the event of the temporary absence of key individuals due to planned or unplanned circumstances.

Scope:

This policy applies to all key positions within the HAAF, including directors, senior leaders, and other critical personnel whose absence may significantly impact the organization's operations.

1. Designation of Acting Roles:

- a. Each key position will have a designated individual identified as the primary "Acting" role.
- b. The Acting role will be responsible for assuming the duties and responsibilities of the absent individual during their absence.
- c. The Acting role may be assigned to a current employee within the HAAF who possesses the necessary knowledge, skills, and experience to fulfil the role effectively.
- d. The designation of the Acting role will be made by the absent individual's supervisor or the HAAF Board of Directors.

2. Succession Planning:

- a. The HAAF will maintain a succession plan for key positions to ensure a smooth transition during absences.
- b. Succession planning will involve identifying and training potential candidates to assume key roles in the event of absences or departures.
- c. Succession plans will be regularly reviewed and updated to ensure accuracy and effectiveness.

3. Communication and Documentation:

- a. Absent individuals must inform their supervisor or the designated contact person as early as possible regarding their planned or unplanned absence.
- b. The supervisor or designated contact person will communicate the absence and designate the Acting role to relevant individuals within the HAAF, ensuring all stakeholders are aware of the temporary change in responsibilities.
- c. Documentation regarding the Acting role assignment and relevant information related to the absence, such as contact details and duration, will be maintained for reference and future use.

4. Authority and Decision-Making:

- a. The Acting individual will have the authority to make necessary decisions within the scope of their designated role during the absence of the key individual.
- b. The Acting individual should consult with other relevant staff or management as needed, considering their expertise and knowledge, to ensure informed decision-making.
- c. In exceptional circumstances where an urgent decision is required and the Acting individual is unavailable, the supervisor or designated contact person may authorize another qualified individual to make the necessary decision temporarily.



5. Duration of Acting Role:

- a. The Acting role will remain in effect for the duration of the absent individual's absence or until revoked or modified by the supervisor or the HAAF Board of Directors.
- b. Upon the return of the absent individual, responsibilities will revert to the original position holder, and the Acting role will be relieved of their temporary duties.

6. Training and Support:

- a. The HAAF will provide necessary training and resources to individuals designated in Acting roles to ensure their preparedness for assuming the responsibilities of the absent position.
- b. Regular communication and feedback will be provided to Acting individuals to address any challenges or concerns and ensure their ongoing effectiveness.

Conclusion:

The Acting in Absence Policy of the Historic Aircraft Flight Trust charity is intended to facilitate smooth operations and decision-making during temporary absences of key personnel. By designating Acting roles and implementing effective communication and training, the HAAF aims to maintain continuity and minimize disruptions during such periods.