AIAA GHS 2020-21 Council Open Positions Roles and Responsibilities

1. **Vice-Chair** (One Year Term)
The Vice Chair position is a “training ground” for the Chairperson’s position. The Vice Chair also stands in for the Chair as needed. As the Vice Chair, he/she serves as the overall program chair, helping to coordinate the various programs and trying to maintain a balance. The vice-chair is also responsible for organizing monthly luncheons for members by inviting guest speakers. For the monthly luncheons, he/she will work with the Council to identify speakers, locations, menus, promotions, etc. He/she must attend monthly Council meetings, tend to Council business and participate in voting when a motion is made and seconded. 
*Anticipated time commitment for this role is > 3 hours/week.*

2. **Secretary** (One Year Term)
The Secretary is responsible for:
- Preparing agendas and taking minutes for Section Council meetings.
- Distributing meeting notices and other communiqué to the Section Officers.
- Keeping the permanent Section records, such as Section Bylaws, financial, program reports history of the Section and miscellaneous communications. These records will be of great assistance to incoming Section Chairpersons to review past Section activities.
- Attend monthly Council meetings, tend to Council business and participate in voting when a motion is made and seconded.

*Anticipated time commitment for this role is ~ 2 hours/week.*

3. **Treasurer** (One Year Term)
The Treasurer is the keeper of the Section finances. He/she is responsible for the following:
- Helps to prepare the budget.
- Monitors budget performance.
- Maintains the financial records of the Section.
- Helps to prepare the end-of-year audit.
- Ensures that Section Officers and Council properly authorize all expenditures.
- Files any tax return and information filings.
- Reimburses authorized expenses to members from the section checking account and pays vendors/suppliers as authorized by the Council.
- Balances and reconciles monthly income and expenditures and presents financial report at Council meetings.
• Attend monthly Council members, tend to Council business and participate in voting when a motion is made and seconded.

Anticipated time commitment for this role is ~ 2 hours/week.

4. Marketing Director (Two Year Term)
The Marketing Director is responsible for promoting AIAA GHS with the aerospace industry, academia and government agencies in the section’s geographic area and nearby, as required. He/she is responsible for the following:
• Prepare an annual section marketing strategy for approval by the Council and oversee implementation of the strategy
• Prepare and maintain a list of contacts with universities, aerospace companies, government agencies within the section’s geographic area
• Promote AIAA GHS events via email/newsletter to their contacts
• Maintain a list of contacts of aerospace companies that are potential sponsors for AIAA GHS events like the Annual Award Dinner, Next-Gen Technical Symposium, etc.
• Promote AIAA within the region and organize membership recruitment events with the membership director targeting companies and government agencies
• Attend monthly Council members, tend to Council business and participate in voting when a motion is made and seconded.

Anticipated time commitment for this role is ~ 2 hours/week.

5. Honors & Awards Director (Two Year Term)
The Honors and Awards Director is responsible for promoting and recognizing excellence within the Section. To do an effective job, this person should establish a subcommittee of additional members to help the director. The Honors and Awards Director responsibilities include:
• Solicit volunteers for the Honors and Awards Committee that represent the section demographics across industry, government, academia and the aviation and space sectors.
• Establish and Manage Local Section Awards program
• Participate in the submission of various section awards
• Recommend recognition for outstanding section members
• Promote advancements in membership grade
• Promote/Canvas for nominees for national AIAA technical and major awards
• Nominate members for AIAA awards
• Request special service citations
• Maintain list of 25, 40, 50, 60 and year members and emeritus members for recognition at section events
• Attend monthly Council meetings, tend to council business and participate in voting when a motion is made and seconded.

Anticipated time commitment for this role is ~ 1 hour/week.

6. **Public Policy Director** (Two Year Term)
The section Public Policy Director acts as both the organizer for local policy activities as well as liaison for region and national policy initiatives.

General Duties:
• Initiate and organize local public policy activities such as roundtables with locally elected officials, facilities visits and policy speakers for section events.
• Inform and organize local members for region and national public policy activities such as Congressional Visits Day, State Aerospace Day, etc.
• Disseminate information from AIAA-HQ and from region Deputy Director of Public Policy regarding policy activities and alerts.
• Provide local input to region Deputy Director of Public Policy on issues that local members want considered for the AIAA Key Issues.
• Identify local ties to the AIAA Key Issues for discussions with locally elected officials.
• Identify section members with expertise in the AIAA Key Issues who can explain the local impact of those issues in layman’s terms.
• Maintain records and submit section public policy activities report to be considered for AIAA Section Public Policy awards.
• Attend monthly Council meetings, tend to council business and participate in voting when a motion is made and seconded.

Anticipated time commitment for this role is ~ 1 hour/week.

7. **Membership Director** (Two Year Term)
The Membership Director is an integral part of Section planning and provide valuable insight into providing membership value. Not only are you responsible for tracking and reporting monthly membership trends and integrating membership development and retention programs into all scheduled Section activities, you must also reach out to incoming and delinquent members, solicit feedback and determine section demographics so that up to date membership needs can be
determined and addressed. To do an effective job, this person should establish a subcommittee of additional members to help the director. The Membership Director duties may entail:

- Build a membership team. The ideal team should represent all major organizations and disciplines in your area. Facility representatives are the cores of your team.
- Review Sections Membership Demographics Report.
- Identify Key Interest Groups through Section Demographics Analysis.
- Promote the Benefits of Membership and Services AIAA Provides (National and Local Benefits and Services).
- Conduct Membership Recruiting at Section Events. Follow-up with people that visit the Section at Events.
- Seek permission from the Human Resources Department of member companies and those of other technical organizations in the area to write or call new employees and invite them to join AIAA.
- Request upper management of companies to encourage AIAA membership by signing a membership recruitment letter.
- Make sure that companies and other technical organizations or universities in the area include information about AIAA when addressing the topic of professional societies. Retention efforts begin the first time a member or prospective member has contact with AIAA, usually at the Headquarters level. New members are reported in the Section Monthly Membership Report that is sent from Headquarters each month. Some membership officers send a personal note or e-mail to the new member or make a phone call welcoming the new member to the Section. Invite your new members to the next Section meeting or activity and send a copy of the Section’s newsletter. You may announce new members in the upcoming Section newsletter or coordinate with the Communications Director to announce these members in an appropriate manner. At Section events, introduce new members, including transfers into your Section, and offer a little bit of the member’s background and history. Give new members special name badges so that other members can introduce themselves and make new members feel welcome. Invite them to become involved; nothing will give them a greater sense of belonging than working side by side with fellow members.
- The Membership Director’s team should follow up each month with members who are delinquent. Each month, Headquarters will send you a listing of those members in the Section who are two months past their membership expiration date. These members should be contacted and asked to renew—they are about to be dropped from the active rolls.
- Continuously remind your membership team, your Section officers, and your Section members to renew AIAA memberships early, when they receive their first renewal
notice! Early renewals produce sizable savings for the Institute. Use your newsletters, meetings, and any other open communications avenues to spread the word.

- Include renewal advertisements in your Section’s monthly or quarterly newsletter. Continually remind your members of special dues rate considerations. Members who have reached retirement upon their date of renewal, have become unemployed, or returned to full-time study request a special renewal rate
- Attend monthly Meetings, tend to Council business and participate in voting when a motion is made and seconded.

Anticipated time commitment for this role is ~ 2 hour/week.

8. **Liaison to Student Branches** (Two Year Term)
The liaison to Student branches is responsible for making the Student Branches attached to a Section feel they are a definite part of the Section. Several ways of providing for close Section/Branch relations are:

- Distribute Section Newsletters and meeting announcements to individual student members and include regular articles on student affairs in the Newsletter. A column written by students on Branch activities is a good way to do this.
- Hold joint meetings with Student Branches on campus. Invite students to Section meetings at reduced rates, if possible.
- Provide advice to students on the AIAA design competitions and other projects and proposals.
- Inform students of the various undergraduate and graduate scholarships that are available for college sophomores, juniors and seniors. Also, may want to explore the idea of offering a scholarship at the Section level.
- Have local Section members speak at Student Branches and at university career days to talk about engineering and professional societies. It is often difficult to motivate students toward professional society membership early in their educational careers. Often students do not join AIAA or any other technical society until their junior or senior year. A Section should participate in underclass engineering orientation sessions and discuss the value of professional society membership. This can help to promote AIAA student membership at a branch.
- Assist the Student Branch Chairperson and Faculty Advisor with informing senior student members of the free upgrade to professional member upon graduation.
- Integrate Student Branch graduates into the Section. Students remaining in the local Section area after graduation should be identified and encouraged to become active in
Section affairs by volunteering to serve on a committee. This can do much to ensure that the young blood continues to flow into the Section.

- Provide whatever support and participation is required in Student Branch originated programs, such as field trips or model airplane contests.
- Attend monthly council members, tend to council business and participate in voting when a motion is made and seconded.

*Anticipated time commitment for this role is ~ 2 hour/week.*

9. **Young Professional Director** (Two Year Term)
Your role as the Young Professionals Director is very important to your Section’s continued growth and vitality. Young Professionals (defined as professionally employed members under the age of 35) not only are a great current resource, but comprise the future leadership of your Section. The Young Professionals Director should assemble a core team of other Young Professionals to support and help the director in their activities and duties. Your primary task is to excite, mobilize and integrate the young professionals into the AIAA. How do you go about doing that?

- Develop and implement programs and activities to attract and involve young professionals.
- Communicate and coordinate with your Regional Deputy Director for Young Professionals
- You can encourage young professionals to join the AIAA and become active Section members. This can be done by:
  - Work with the Membership Director to identify Young Professionals that are new to the Section and reach out to those people.
- Promote the Young Professional Presentation Program at National Forums: This program allows oral presentations only. Written papers are not required. Presenters are placed into regular technical sessions and can gain presentation experience while avoiding the long and arduous task of preparing a written paper. The announcements are contained within the call for papers for each technical meeting.
- Identify candidates for the Lawrence Sperry Award and work with the Awards Director to nominate candidates. The award is for a notable achievement in aerospace by a young person.
- Publicize the Technical Committee Membership.
• Promote the reduced-price transition dues program. This special due rate is available for professionals who were not previously AIAA student members or professional members and are within their first five years of professional practice.
• The Section Young Professionals Director can organize a local forum where Young Professionals can have the opportunity to deliver technical presentations and gain valuable professional development through workshops and interactions with peers.
• The Young Professional Director, on their own or in conjunction with the Continuing Education and Professional Development Director, can provide Young Professionals with professional development by planning and sponsoring a mentorship program.
• Attend monthly council meetings, tend to council business and participate in voting when a motion is made and seconded.

*Anticipated time commitment for this role is ~ 2 hour/week.*

10. **Special Projects Director** (Two Year Term)
Special projects are projects that don’t particularly fall under any other officer or director (such as Continuing Education and Professional Development or Pre-College Outreach) and that have been traditionally hands-on in nature. Some historic examples include Pumpkin Blast and Suitcase Rocket. These projects are typically short duration - approximately 6-8 weeks - and require a highly concentrated team effort. The Special Projects Director will envision and seek out special projects in which the section membership can participate, and will also appoint team leaders and solicit team members to participate in these projects. The Special Projects Director will also work with other Council members to help coordinate and plan events that may cross-over into the purview of other council positions. For example, some projects might have more of a professional development aspect, and so the Special Projects Director should work in collaboration with the Continuing Education and Professional Development Director in completing said project. The Director may also work with other professional societies such as ASME or IEEE to develop and envision cross-disciplinary projects (in this instance, working in conjunction with the Professional Societies Liaison). Last but not least, this director will also work with organizations such as Huntsville STEAM works, Makers Local 256, and others to envision and develop collaborative special projects between those organizations and AIAA.

Specific roles and responsibilities:
• Envision, seek out, and plan special projects.
• Solicit team members and recruit team leaders/team captains for special projects.
• Bring special project ideas to the Council for discussion and decisions, especially when Section financial backing is required.
• Provide a voice for special projects on the Council.
- Manage the finances and execution of special projects.
- Develop relationships with organizations such as Huntsville STEAM works, Makers Local 256, etc. for collaborative special projects.
- Develop relationships with other professional societies such as ASME, IEEE, HARA, etc. for collaborative special projects. In this example, the Special Projects Director would work in conjunction with the Liaison to Professional Societies.
- Attend monthly Council meetings, tend to council business and participate in voting when a motion is made and seconded.

*Anticipated time commitment for this role is ~ 2 hour/week.*