

Chairperson

The Chairperson is the leader of the Section. The importance of strong leadership in a voluntary role cannot be overemphasized. Your officers will be looking to you for guidance. Qualities of good leadership include being able to make decisions and set goals. In addition, a good leader should have a sense of team and be a good communicator.

As a former Section Chairperson put it: "The Chairperson's duty is to see that everyone else does his/her job. There isn't time for attending to every small detail personally—just make sure there is someone taking care of every task and that they aren't asleep. This isn't as easy as it may sound, and if anyone does go to sleep on the job it is going to be the Chairperson's fault."

Here is a list of the responsibilities of the Chair.

- Establish goals for the year.
- Hold regularly scheduled meetings with your officers. Oversee the activities of the Section.
- The chair should coordinate the selection of committee chairs and ensure the success of virtual or in-person events.
- Motivate your Section officers and empower them to make the right decisions regarding programs and activities.
- Monitor the progress of the Section, keep it on course and within the bounds of its budget.
- Listen to the members and your officers.
- Express opinions on the issues and generate membership discussion of them.
- Be the principal source of information on AIAA activities.
- Get to know the right people within your Section, Region, and staff.
- Identify future leaders.
- Help organize the Section.
- Document your success by preparing the Section Annual Report at the end of your year.
- Seek management support.
- Attend the regional leadership conference, if possible.

Vice Chairperson

The Vice Chair position is typically used as a "training ground" for the Chairperson's position. If the Section chooses, it may modify its Bylaws to state that the Vice-Chair automatically advances to the Chair's slot the following year.

As the Vice Chair, he/she usually serves as the overall program chair, helping to coordinate the various programs and trying to maintain a balance. He/she will work with the officers to identify speakers, locations, menus, promotions, etc.

The Vice Chair also stands in for the Chair as needed.

Secretary

A good and efficient Secretary is vital to the Section. The following are his/her responsibilities:

- Prepares agendas and takes minutes for Section Council meetings.
- Distributes meeting notices and other communications to the Section Officers and the general members.
- Keeps 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.
- The Section can use the AIAA logo in its communication or design a unique personalized section logo. The logo must adhere to AIAA guidelines and the graphic department can help you with this.

Treasurer

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.