



Section Officer Position	Description and Responsibilities
Section Chair*	Provides Section direction for coming year, identifies new opportunities, oversees Council actions to meet goals, and represents AIAA in local and national interactions as needed.
Section Vice Chair*	Supports Chair and represents Chair when not available for meetings or events.
Secretary*	Records and distributes Council minutes and manages official Council correspondence as needed.
Treasurer*	Maintains Council financial records, monitors budget, and creates annual budget report to AIAA national. Provides monthly summary of budget at Council meetings and has signing authority with section financial institution.
Immediate Past Chair	Advises current council.
Communications Chair	Edits and creates Section newsletter and email announcements. Manages section website, Engage page, social media, and pictures at section activities.
Honor & Awards Chair	Maintains an awareness of AIAA awards relevant to members, and organizes and supports applications or nominations thereof. Maintains awareness of section member awards and honors received each year, and organizes annual awards event to recognize section honorees.
Public Policy Chair	Organizes section public and political interactions, including AIAA Congressional Visits Day (CVD), as well as state or local interactions (panels, information to local politicians if requested).
Technical Chair	Organizes and promotes technical interchanges (presentations, panels, or conference) on local work of interest to section members.
STEM K-12 Chair	Organizes activities to develop an awareness of, and interest in, aerospace engineering and science to pre-collegiate students.
University Chair	Provides a central professional contact for student branches in the section, and organizes tours, presentations, and meetings of interest to the student branches, using the resources available from the section professional membership.
Young Professionals Chair	Provides social and professional networking and training for young professionals (under 35 years of age) interested in furthering their careers in the aerospace field.
Vice-Treasurer	Supports the Treasurer in managing section finances.
Student Branch Representative(s)	Represents the student branches to keep interest and awareness of section activities and integrating branch activities with section members.
Membership Chair	Maintains section membership records, renewal dates, and time in service. Works with council to develop and promote activities aimed at increasing membership and retention.
Section Webmaster	Supports Communications chair in maintaining an up-to-date, useful web presence and Engage page to allow member interaction, event promotion, and membership recruitment.
Diversity, Equity & Inclusion Chair	Promotes AIAA programming to underrepresented groups and plays an active role in attracting and retaining a diverse membership.

\*Required, per AIAA Section Bylaws