

Chapter Officer Duties

Quick Reference Guide



President

- Leads the chapter
 - Follow the chapter 5-year plan laid out of the board of directors.
- Primary point of contact with EAA HQ
 - Ensure that email and phone number on file with EAA is accurate, as this contact information is what will be published as chapter contact information.
- Appoints chairmen and committees
 - Assess the task at hand, and which members would be best suited to fulfill the role of chairing that function
 - Check-in with chairmen & committees to ensure that planning is staying on track.
 - Follow up with chairmen & committees post event to debrief the processes used, and how they can be improved in the future.
- Presides over chapter functions
 - Leads Chapter Gatherings
 - Leads Chapter Board Meetings
- Takes care of end of the year chapter tasks
 - Renewal will be sent via email to chapter leaders
 - Distribute chapter service awards and pins- Mailed to chapter in early November/Late October

Vice President

- Performs duties of the president when the president is unavailable
 - See tasks listed on prior page.
- Act as chapter ambassador
 - Greet guests at chapter events and introduce guests to other chapter members
 - Hand out nametags to guests and to those members who are not wearing a nametag at chapter event.
- Coordinate Chapter Promotion
 - Order chapter marketing material such as,
 - Chapter posters
 - Event posters
 - Chapter business cards
 - Chapter brochures
 - Materials can be found at www.EAA.org/ChapterResources under the promotional materials section
- Presenter/Gathering Planner
 - Organize the presenter/speaker for monthly chapter gatherings
 - Organize meals for chapter gatherings, and delegate meal prep as necessary
- Submit event insurance requests on the EAA Chapter webpage, at least 30 days prior to an event. Insurance requests can be submitted at www.EAA.org/EventInsurance.
 - An insurance request should be submitted for every chapter event. Gatherings, meeting, fly-ins, pancake breakfast, young eagle rallies, etc.
 - Monthly chapter gatherings can be submitted as reoccurring events

Secretary

- Records and publishes minutes of business meetings
 - Email meeting minutes to chapter members
 - Post minutes on the chapter webpage

- Maintains permanent file of key chapter documents
 - Bylaws
 - FEIN (Federal Tax ID Number)
 - Meeting minutes
 - Chapter Handbook
 - As updates are posted on www.EAA.org/ChapterResources remove old sections and insert updated sections.

- Maintain up-to-date chapter roster and directory.
 - Collect membership application and chapter dues.
 - Deliver dues to the chapter treasurer
 - Include member name, EAA number, email address, contact information, and any other pertinent information.

 - Greet members and guests as they arrive at chapter gatherings.
 - Record the attendance of members
 - Record guest contact information
 - Pass out nametags

Treasurer

- Maintains Chapter Finances
 - Receives and deposits all funds.
 - Issues checks (as per the bylaws)
 - Balances check book
- Maintains financial books and records
 - Keep detailed record of expenses and revenues.
 - Will help with future budget planning
 - Verifies that all funds are properly spent.
- File for 501c3 status.
 - Visit www.EAA.org/ChapterResources and click on the Financial Management tab to find help with filing for 501c3 status.
- Files IRS 990N Annually (If chapter maintains 501c3 status)
 - The form is due on May 15th
 - Visit www.EAA.org/ChapterResources and click on the Financial Management tab to find help with filing the 990N form.
- Issue receipts for donations
 - If the chapter maintains 501c3 status, donors will need to receive a receipt to prove the date and amount of their donation
- Lead Budget Planning
 - Work with board of directors to establish a yearly budget each January.
 - Work with planning committees to establish budget for specific chapter events.

Newsletter Editor

- Email monthly newsletter
 - Send to all members on the chapter roster, as well as emails collected at chapter events
 - Sent to web editor, so that file can be upload to the webpage.
 - Send to EAA Chapter Office at chapter@eaa.org
- If applicable, mail newsletter to the members who prefer to receive the newsletter by mail
- Print newsletters, and place them around the chapter clubhouse, local FBO, and other locations around the airport.
- Take photos at chapter events/solicit photos from chapter members
 - Using photos is a great way to have an eye catching newsletter
- Organize columns for newsletter
 - Dates of upcoming Chapter Gatherings
 - Presidents corner
 - Upcoming chapter events
 - Recap recent chapter events
 - Technical assistance
 - Editor's Note
 - News out of EAA HQ
 - Mystery Airplane Contest
- Attend a forum at AirVenture to learn about perfecting your chapter's newsletter.
 - Visit www.EAA.org/ChaptersatAirVenture to see the chapter related forum schedule.

Web Editor

- Upload chapter documents to webpage
 - Regularly upload chapter newsletter
 - After each business meeting, upload meeting minutes
- Update events page on chapter webpage
- Upload chapter media files
 - Create photo albums for chapter events.
 - If applicable, create video albums and upload videos from chapter events.
- Keep chapter contact information updated.
- Publish information on chapter activities
 - Describe the different programs that the chapter takes part in, and how people can get involved.
 - Dates for upcoming Chapter Gatherings
- If you have questions about your chapter webpage, do not hesitate to contact Chapters at chapters@eaa.org.
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IMC/VMC Coordinator

- Coordinate with chapter leaders and members, which day you would like to host the monthly VMC or IMC program
- Work with Chapter Vice President to help promote VMC or IMC programs.
- Presides over VMC or IMC programs

Young Eagles Coordinator

- Young Eagles Rally Preparation
 - Utilize the Young Eagle Rally Planner to assist with event planning
- Work with chapter leaders to determine what will be done with Young Eagles credits earned throughout the year.
 - If you have questions regarding Young Eagles Credits please email yeagles@eaa.org
- Work with chapter leaders to work on a scholarship program that will send Young Eagles to the EAA Air Academy.
- When contacted by interested Young Eagles, connect the Young Eagle with a pilot within the Chapter.

Eagle Flight Coordinator

- Work with Chapter VP to advertise Eagle Flight program within the community
 - Places to advertise
 - Grocery stores, restaurants, movie theaters, etc.
 - FBO lounge
- Identify possible pilot mentors within the chapter that will be willing to mentor Eagle Flight participants
- Identify local flight schools where you can direct Eagle Flight participants.
 - Be able explain to the pros and cons of the different flight schools.
- Coordinate with the Young Eagles coordinator to set up an Eagle Flight booth at Young Eagles Rallies
 - Parents are great candidates for Eagle Flights.
 - By engaging the parents and children, the entire family is more likely to become involved with the chapter.

Ray Aviation Scholarship Coordinator

Minimum Qualifications

- Valid EAA Member.
- Completion of EAA Youth Protection Program and background check. This can be completed at EAA.org/YouthProtection
- Must attend the coordinator webinar at the beginning of each calendar year.
- May not act as the scholar's primary CFI.

Required Duties

- Primary point of contact with EAA headquarters.
 - Submission of chapter application.
 - Submission of progress reports.
 - Direct contact for questions regarding the chapter's involvement in the program and the progress of the Ray Aviation scholar.
 - Submission of photos, videos, and/or text to EAA to help promote scholar successes.
- Primary point of contact for Ray Aviation scholar.
 - Distribution and management of funds with assistance from chapter treasurer.
 - Develop relationship between the scholar, parents, CFI, and chapter.
 - Available to answer questions from the scholar and the scholar's parents.
 - Schedule monthly check-in reports with the scholar, CFI, and chapter.
- Lead the identification of eligible Ray Aviation Scholarship candidates.
 - Ensure candidate meets minimum criteria.
- Lead engagement of the Ray Aviation scholars.
 - Involvement in local chapter activities.
 - Provide mentorship opportunities.
 - Promote the successes and milestones of the scholar.
 - Help identify volunteer opportunities within the chapter.
- Work with Ray Aviation scholar to submit required reports.
 - Report 1: Due at completion of first solo, within three months.
 - Report 2: Due at completion of FAA written, within six months.
 - Report 3: Due at successful completion of flight training, within 12 months.

Young Eagles Build and Fly Coordinator

- Act as point person to EAA in regards to the Young Eagles Build and Fly program.
 - Complete program and kit request form.
 - Complete insurance request for program activities.
- Act as point person to local AMA club.
 - The AMA club can offer great expertise and volunteer assistance.
 - The AMA club will provide access to the RC flying field.
- Lead the recruitment of volunteers.
 - Volunteers are required to complete EAA's Youth Protection Program and background check.
- Lead the recruitment of youth to participate in the program.

Young Eagles Workshops Program Coordinator

- Act as point person to EAA in regards to the Young Eagles Workshops program.
 - Complete program and kit request form.
 - Complete insurance request for program activities.
- Lead the recruitment of volunteers.
 - Volunteers are required to complete EAA's Youth Protection Program and background check.
- Lead the recruitment of youth to participate in the program.

Membership Coordinator

- Recruit new members in the local area
 - Brainstorm new chapter recruitment techniques.
 - Promote general chapter functions as well as different chapter events.
 - Coordinate with Chapter Vice President to organize posters and brochures
- Measure membership satisfaction
 - Develop and distribute end of the year chapter surveys.
 - Include questions about satisfaction with current chapter programs, chapter fundraising efforts, chapter inclusion, etc.
- Act as Chapter Ambassador during chapter events.
 - Work with Chapter Vice President to welcome guests and perspective members to chapter events.
 - Greet guests at chapter events and introduce guests to other chapter members
 - Hand out nametags to guests and to those members who are not wearing a nametag at chapter event.

Flight Advisor

- An EAA Flight Advisor is a chapter-nominated and EAA Headquarters-appointed position based on an individual's experience as a pilot, especially with flight-testing.
- Helps a pilot of a newly constructed aircraft conduct a self-evaluation of his or her piloting skills, as well as the flying characteristics of the aircraft to determine whether he or she is capable of test flying that airplane.
- Suggests best practices to follow during flight-testing (e.g. runway selection, weather minimums, etc.).

Technical Counselor

- An EAA Technical Counselor is a chapter-nominated and EAA Headquarters-appointed position predicated on an individual's experience with aircraft construction.
- Help members present a “zero defect” aircraft at final inspection by the FAA.