

# 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](http://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](http://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](http://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](http://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 15<sup>th</sup>
  - Visit [www.EAA.org/ChapterResources](http://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](mailto: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](http://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](mailto:chapters@eaa.org).



## 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](mailto: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.



## **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



## 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.