

Chapter Officer Duties Quick Reference Guide



President

- Leads the chapter
 - Defines the chapter's "flight plan" and must follow the flight plan and encourage other members to follow plan as it is laid out.
 - Sets the tone for how the rest of the chapter will act. When the members see the leader act a certain way, they are likely to follow.

- 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
 - Asses 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
 - o See tasks listed on prior page.

- Act as chapter ambassador
 - o Greet guests at chapter events and introduce guests to other chapter members
 - o Hand out nametags to guests and to those members who are not wearing a nametag at chapter event.

- Coordinate Chapter Promotion
 - o 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
 - o Organize the presenter/speaker for monthly chapter gatherings
 - o 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 and be submitted [here](#).
 - o An insurance request should be submitted for every chapter event. Gatherings, meeting, fly-ins, pancake breakfast, young eagle rallies, etc.
 - o Monthly chapter gatherings can be submitted as reoccurring events

Secretary

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

- Maintains permanent file of key chapter documents
 - o Bylaws
 - o FEIN (Federal Tax ID Number)
 - o Meeting minutes
 - o Chapter Handbook
 - As updates are sent to the chapter, remove old sections and insert updated sections.

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

 - o 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.

- Files IRS 990N Annually (If chapter maintains 501c3 status)
 - The form is due on May 15th
 - Step by step guide for form can be found [here](#).

- File for 501c3 status. [This webinar](#) will help guide you to becoming a 501c3 tax exempt-organization.

- 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
 - o Send to all members on the chapter roster, as well as emails collected at chapter events
 - o Sent to web editor, so that file can be upload to the webpage.
 - o 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
 - o Using photos is a great way to have an eye catching newsletter

- Organize columns for newsletter
 - o Dates of upcoming Chapter Gatherings
 - o Presidents corner
 - o Upcoming chapter events
 - o Recap recent chapter events
 - o Technical assistance
 - o Editor's Note
 - o News out of EAA HQ
 - o Mystery Airplane Contest

- Attend a forum at AirVenture to learn about perfecting your chapter's newsletter.
 - o Schedule of forums can be found by [clicking here](#).

Web Editor

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

Young Eagles Coordinator

- Young Eagles Rally Preparation
 - o Recruit volunteers for Young Eagles Rallies
 - Volunteer Pilots
 - Ground Volunteers
 - Ensure volunteers have completed background check and Youth Protection Program
 - o If the chapter will have activities for kids during the rally, a list of activities can be found [here](#).
 - o A timeline to assist with Young Eagles Rally planning can be found [here](#)
- Work with chapter leaders to determine what will be done with Young Eagles credits earned throughout the year.
 - o Information on Young Eagles Credits can be found [here](#).
- 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
 - o 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.
 - o 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
 - o 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
 - o Facilitates event and prepares scenario video.
 - o Introduces guests and new members.
 - o Keeps discussion on track and on topic.

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.

Facilities Coordinator

- Retain keys to chapter facilities
- Sign out keys/passwords to chapter members
- Ensure facilities bills are paid accordingly
- Coordinate facility cleaning events
- Post chapter events, ensure facility is cleaned properly and all doors are locked at the end of the night.
- Conduct bi-annual facility checks to ensure the building is in good working condition

Calendar of Important Chapter Dates

January

- New chapter officers take place

February

- Sign up your chapter's kid to attend Air Academy
- Yearly Chapter Event Planning

March

- Order chapter marketing materials for spring and summer events

April

May

- IRS form 990N due May 15th (U.S. Chapters Only)
- Chapter Major Achievement Awards deadline

June

- International Young Eagles Day
- Sign up for Chapter Camping at EAA AirVenture Oshkosh

July

- EAA AirVenture Oshkosh
 - o Chapter Leaders Breakfast
 - o Chapter Presidents Banquet

August

- Order chapter marketing materials for spring and summer events

September

- Form nominating committee for next set of officers

October

November

- Officer elections
- World of Flight calendars available
- Chapter service awards and pins mailed to chapters.

December

- Present chapter officers with service awards and pins
- Chapter Renewal due by December 31st.
- Young Eagle Credits expire at the years end