

A/TA Bylaw Officer Roles & Responsibilities Update

(Draft Revision Proposals – as of 14 Aug 19)

CHAIRMAN

Current:

The Chairman is the Chief Executive Officer of the Association and presides over all Board meetings, the Business Meeting of the National Convention, and such other special meetings that specified herein. The Chairman will assign specific duties to Board members, as he deems appropriate

Revision:

The Chairman presides over all Board, business, and other specified meetings herein or as prescribed. The Chairman also assigns specific duties and tasks to Board members as deemed appropriate. The Chairman is the primary contact/liaison for the Air Mobility and USTRANSCOM Commanders as well as other DoD and Air Force Senior Leadership on matters concerning the Association. The Chairman in liaison with the Board of Officers, serves as the Association's Chief Executive Officer and final decision authority on all matters affecting the overall health, operation, and values of the Association.

PRESIDENT

Current:

The President, along with the Chairman, will be responsible for policy interpretation of the Bylaws, manages the Awards Program, and manages the Enlisted Education Grant (EEG) and scholarship programs. The President will ensure formal reviews of the Association's sponsored awards every five (5) years

Revision:

The President shares responsibility with the Chairman for bylaw policy interpretation and serves as the responsible officer for annual Association bylaw reviews, updates, and changes. The President also prepares, keeps current, and when requested, presents the Association's update briefing.

The President is responsible for the initiation, coordination, and final implementation of any policy affecting the Association resulting in a written policy letter. The President assists the Secretary in building meeting agendas and with any other special initiative requiring Board of Officer discussion/approval.

The President manages the Enlisted Education Grant and Scholarship Programs; all Association sponsored award programs, and the Hall of Fame awards program to include guideline and

policy letter updates and revisions. The President will also ensure formal reviews of these programs every (5) years for relevancy and intended purpose.

SENIOR VICE PRESIDENT

Current:

The Senior Vice President will coordinate all chapter activities including new chapter starts, changes to the Association handbook, and status of chapters.

Revision:

The Senior Vice President will coordinate all chapter activities including new chapter starts, changes to the Association Handbook, Chapter status, and management/organization of any Chapter visit by a National Board Member.

The Senior Vice-President also serves as the Membership Committee Chairman and in liaison with our Chapters, develops new/ongoing membership initiatives.

At the discretion of the Chairman and/or the President, the Senior Vice President will serve as an intermediary in addressing issues or coordination items with senior military or civilian representatives of other organizations. To this end, the Senior Vice President will be the coordinating official to contact Wing leaders to set up the quarterly Board meetings.

VICE PRESIDENT OF INDUSTRY

Current:

The Vice President, Industry, is responsible for managing all aspects of the industry partnership program and the industry exhibits program at the Annual Convention and is a member of the Program Committee which is authorized to enter into contractual arrangements with industry partners, exhibitors, and exhibit services companies on behalf of the Association.

Revision:

The Vice President of Industry is responsible for managing all aspects of the Technology Exposition exhibits program. This includes developing and managing the exhibit hall floor plan, the exhibitor booth preparation and teardown plan, the exhibitor required manning hours schedule, and ensures an exhibit hall security plan is in place.

The Vice President of Industry develops annual registration package materials and is responsible for all exhibit booth registration contracts between the Association and all exhibitors, including industry as well as government. Other duties include overall management of the Industry Partnership Program. The Vice President of Industry is also a member of the Programs Committee.

VICE PRESIDENT OF PROGRAMS

Current:

The Vice President, Programs, is responsible for developing and managing all aspects of the Association's meetings, programs, and the Annual Convention; serves as Chairman of the Programs Committee; and is authorized to enter into contractual arrangements for facilities and services on behalf of the Association to support program activities as approved by the Board of Officers

Revision:

The Vice President, Programs, is responsible for developing and managing all aspects of the Association's annual convention. This includes researching venues, developing agenda, facilitating with hotel, arranging food and beverage, developing registration fees, managing convention expenses and signing contractual arrangements for facilities and services on behalf of the Association to support the annual convention. It also includes composing and writing all invitations to guest speakers, special guests, and members.

This position also serves as the liaison to Air Mobility Command on all convention matters to include interface with AMC leadership and AMC Directors. Other duties include participating in the design and management of the registration website. The Vice President for Programs also chairs the Programs Committee.

SECRETARY

Current:

The Secretary prepares and maintains the minutes of all Board Meetings and the minutes of the Annual Business Meeting, as well as maintains the minutes of all committee meetings. The Secretary is Chairman of the Membership Committee and a member of the Nominating Committee. The Secretary also is custodian of pertinent Association documents and the Association master file.

Revision:

The Secretary collects input from all the board members and coordinates with the Chairman and President to finalize and then publish the agenda of all board meetings and the annual business meeting. The Secretary works with the host installation concerning all logistics associated with planning the Winter, Spring, and Summer board meetings and has the authority to commit the Association financially for up to one thousand dollars (lunches, socials, award sponsorship, etc), without Board approval to support the board meetings.

The Secretary prepares and maintains the minutes of all Board Meetings and the minutes of the Annual Business Meeting, and as necessary, consults/coordinates minutes prepared as a result of any Association committee meeting. The Secretary is also a standing member of the Nominating Committee.

The Secretary is the custodian of pertinent Association documents and the Association master file. The Secretary is responsible for establishing and maintaining the contracts with the Association's Administration and Technical Support teams.

TREASURER

Current:

The Treasurer is responsible for the financial affairs of the Association; deposits and disburses Association funds, as the Board of Officers directs. The Treasurer prepares and maintains adequate financial records; maintains and manages Association accounts in financial institutions; and files the annual Federal Income Tax return. The Treasurer also provides quarterly financial reports, in writing, to the Board of Officers for approval at each Board meeting. Financial reports consist of an Income-Expense Statement and a Liquid Asset Statement. The Treasurer prints and publishes a financial report for the benefit of all the members in the spring issue of the Airlift/Tanker Quarterly magazine. The Treasurer is Chairman of the Finance Committee which provides financial guidance for the Association.

Revision:

The Treasurer is responsible for the financial affairs of the Association and deposits/dischurses Association funds as the Board of Officers directs. The Treasurer prepares and maintains adequate financial records; maintains and manages Association accounts in financial institutions; and files the annual Federal Income Tax return. The Treasurer has a sponsorship/donation discretionary limit of \$1000 per event/donation not to exceed \$6000 per year without Board approval. The Treasurer also provides quarterly financial reports, in writing, to the Board of Officers for approval at each Board meeting. Financial reports consist of the "Statement of Financial Position" and "Statement of Activities." The Treasurer prints and publishes a financial report for the benefit of all the members in the spring issue of the Airlift/Tanker Quarterly magazine. The Treasurer is Chairman of the Finance Committee which provides financial guidance for the Association.

VICE PRESIDENT FOR STRATEGIC PLANNING AND DEVELOPMENT

NOTE: Position is supported by the Board and will be officially be presented to the membership via the A/TA website on 23 Aug and proposed at the Convention Business Meeting in Oct 2019

Previously Approved:

The Vice President for Strategic Planning will continually review all aspects of the Association's operation and recommend applicable changes to help maintain relevancy, membership, financial solvency, or whatever is deemed necessary to remain viable.

The Vice President for Strategic Planning will develop and maintain a strategic road map and work with the Board of Officers and Administrators on calendar activities/engagements. Other responsibilities include partnering with the Secretary on the development of meeting agendas; coordinating marketing/outreach actions in liaison with the A/TQ editor and Public Affairs Coordinator; partnering with Senior VP to increase membership and Chapter outreach; chartering/leading ad hoc committees as necessary to solve issues; and working with the President on annual bylaw reviews and updates.

14 Aug 19 Update

The Vice President for Strategic Planning and Development will periodically review all aspects of the Association's operations and make recommendations to help the Association maintain relevancy, address membership, financial solvency, or other issues as directed by the Board of Officers.

The Vice President for Strategic Planning and Development will develop and maintain the Association's strategic road map and work with the Board and Administrators to address, track and develop action plans enhancing the Association's support to the Mobility Mission and Mobility Airmen. Other responsibilities include assisting the Secretary in developing meeting agendas; coordinating marketing/outreach and process improvement actions in liaison with the A/TQ editor and Public Affairs Coordinator; partnering with the Senior VP to address membership and Chapter outreach; leading ad hoc committees as necessary to address issues; and working with the President on annual bylaw reviews and updates.

CHAIRMAN, BOARD OF ADVISORS

The Chairman of the Board of Advisors (BoA) leads and represents the BoA at all association meetings and events. The BoA Chairman advises, supports, and works in liaison with Board of Officers (BoO) and on behalf of the Association membership in all matters designated or directed by the BoO. As necessary, the BoA Chairman mobilizes current BoA members to assist in areas such as (but not limited to) membership, mentorship, and strategic communication.

DEPUTY CHAIRMAN, BOARD OF ADVISORS

The Deputy Chairman of the Board of Advisors (BoA) works in liaison with the BoA Chairman supporting the Board of Officers in developing initiatives benefitting the Association membership at large. Serves as the BoA Chairman whenever the Chairman is absent or unable to perform their duties. Works with the Board of Officers and other agencies as appropriate to provide Convention Exhibit Support not only for the current A/TA Convention, but for other Professional Organization Conventions as determined by the Board of Officers in an effort promote Association initiatives and relationships.