

## **VFS AZ Chapter Officer Role Descriptions**

*The VFS executive officers meet once a month. Each officer position is critical to the success of the local Chapter.*

***President: (2 year term starting in August, even years)***

The President ensures that the national vision of the Vertical Flight Society is carried out on a local Chapter level. The President helps to provide opportunities to VFS members, ensures that the Chapter carries out activities that promote awareness of vertical flight capabilities, and supports member professional development. The President ensures that each of the officers are properly supported with their function and also runs the monthly officer meetings. The President serves as the Administrative Coordinator for the bi-annual Unmanned Aircraft Specialists Meeting which is held in January, on years ending in odd numbers. The President also assumes responsibility as the Micro Air Vehicle (MAV) Chairman when the VFS Forum is held in Phoenix, Arizona (every 4 years). The MAV Chairman leads the planning, set-up, and execution of the MAV competition and provides consultation/guidance to other Chapters leading the Forum MAV Competition.

***Vice President: (2 year term starting in August, even years)***

The Vice President performs the duties of the President in his/her absence. The VP supports the president and specifically works closely with the Program Director and Technical Director to ensure that Chapter activities provide opportunities for technical exchange and member professional development. The VP is also the Deputy Technical Chairman for the Unmanned Aircraft Specialists Meeting, which is held in January, on years ending in odd numbers. The Deputy Technical Chairman assumes the responsibility of the Technical Chairman if needed and interfaces with authors/presenters for the UAS meeting.

***Secretary: (2 year terms starting in July, odd years)***

The Secretary sends out notices of meetings to the Officer and committees; records, and distributes the minutes of monthly meetings; creates and submits the fall and spring Chapter report to VFS Headquarters. The Secretary is responsible for maintaining/monitoring all open action items from the previous quarterly Officers meeting. In the absence of the Treasurer, the Secretary will have the power to sign checks, notes, receipts, and vouchers for deposit in the name of the Chapter.

***Treasurer: (2 year term starting in July, odd years)***

The Treasurer has supervisory custody of all funds and securities of the AZ Chapter and makes payments when necessary on behalf of the AZ Chapter. This includes endorsing or signing all checks, notes, receipts, and vouchers for deposit in the name of the AZ Chapter at a bank designated by the Officers. The Treasurer is responsible for maintaining an accurate accounting of the AZ Chapter's business transactions which has already been well established. The Treasurer helps the Secretary by preparing the AZ Chapter spring and fall financial report to National Headquarters and presents this information to the officers at the November and April monthly meetings. The treasurer orders and purchases plaques for the VFS dinner speakers. This position may have a deputy.

***Membership Director: (2 year term starting in July, odd years)***

The Membership Director promotes membership within the Arizona Chapter. Specifically he/she maintains the records of the Chapter's membership; creates and submits required membership reports (twice a year) to VFS International; and reports changes in membership at Officer monthly meetings. The Membership Director should be knowledgeable of the various VFS International Chapter recognitions related to membership that are available and strive to have the AZ Chapter achieve those awards.

***Program Director: (2 year term starting in July, odd years)***

The Program Director is a key position and works closely with the executive VFS board. He/she promotes the vision of VFS by providing opportunities for technical exchange and helps provide opportunities for member professional advancement. Specifically, he/she helps to plan, recommend, prepare, and arrange the Chapter activities for the year. At least one dinner meeting each quarter should be planned, along with three Tech Talks a year. The Program Director (or Deputy) locates the venue and food menu for Chapter meetings and arranges the venue/logistics for the UAS meeting which occurs every odd year.

***Publicity Director: (2 year term starting in July, odd years)***

The Publicity Director is a key position and works closely with the Program Director to establish public relations for the Chapter. This includes preparing articles and notices of Chapter events to VFS International Headquarters for proper posting on the VFS International website and the AZ Chapter website. Specifically, the publicity director (or deputy) works with the webmaster to ensure the events are publicized on the Chapter's Website, Instagram, Facebook and on industry websites (like Boeing Insite and Boeing Plasma TV's). The publicity director (or deputy) ensures that at least one officer is assigned to taking photos at VFS events. This officer position will have at least one deputy.

***Technical Director: (2 year term starting in July, odd years)***

The Technical Director coordinates closely with the Program Director to ensure that the Chapter holds events that are consistently presenting technologies, services, or operations that are relevant and informative to VFS members. The Technical Director encourages Chapter members to participate in VFS International Technical activities, including the annual forum and will lead the Lichten Award Competition Committee. This committee (usually made up of the officers) chooses the local winners and submits the winner as a candidate for the International Lichten Award. The Technical Director is also responsible for the Friedrich Straub Scholarship Competition in which scholastic scholarships are awarded to deserving students from local universities. The Technical Director works closely with the STEM director and helps to engage/support the ASU VFS Chapter as part of the University Outreach Program. This officer position will have one deputy.

***STEM Director: (2 year term starting in July, odd years)***

The STEM director supports valley STEM events and works closely with industry to support academia efforts. The STEM director is responsible for organizing a core STEM team (4 to 5 individuals) who regularly support local school and Sci-Tech fairs. The STEM director encourages and promotes STEM at the elementary through collegiate levels. This position has one Deputy.

***WebMaster: (2 year term starting in July, odd years)***

The webmaster works closely with the Publicity Director to ensure that all events are posted on the Chapter Website. The webmaster ensures that payment mechanisms are in place (e.g. Pay-Pal) prior to event details being published to members. The webmaster is also responsible for working with the Program Director, STEM director, and Secretary to provide a short summary (with pictures) of VFS supported events on the Chapter website, Instagram, and/or Facebook.

**\*All officers help to plan, organize, and host the Unmanned Aircraft Specialists Meeting, which is held in January, on years ending in odd numbers.**

**\*\*All officers attend/call-in to at least 85% of the monthly meetings, VFS dinner meetings, and Tech Talks per year.**