

## Executive Board: Position Descriptions



### **President**

The president of the First in Flight club holds a position of responsibility in First in Flight affairs. The president must be an enthusiast and an optimist on First in Flight matters and life in general, and must be dedicated and determined to plan and carry through an ambitious program of regular First in Flight activity.

- Provides leadership and direction to the club organization;
- Understands and adheres to the First in Flight Operating Guidelines;
- Presides at meetings of the club and oversees the activities of the executive board;
- Coordinates club activities through the executive board;
- Establishes short- and long-range objectives and goals in conjunction with the executive board;
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;
- Represents First in Flight and its members in the region by planning programs and publicity campaigns that support the club and build pride among club members;
- Involves First in Flight constituents in the region by planning activities that appeal to a wide spectrum of interests;
- Has overall financial responsibility for the club;
- Serves as a spokesperson for the organization;
- Approves all club communications;
- Maintains regular contact with the Executive Board on club activities;
- Ensures the completion of the club annual report each year and submits it to Women in Aviation International by the stated deadline.

### **Vice President**

The vice president of the First in Flight club plays a very important role in the life of the club.

- Presides at meetings in the absence of the president;
- Coordinates programs with the president and the executive board;
- Provides data on previous club events to allow the event chair to benefit from past experience and suggestions for improvement;
- Provides timely and interesting advance information for newsletters, social media, and mailings;
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters;
- Ensures strong leadership succession by identifying and recruiting new club volunteers;
- Provides mentorship to new officers;
- Facilitates election of officers;
- Recruits new member;
- Represents organization at official functions;
- Performs other duties as directed by the President.



### **Secretary**

- Handles the correspondence of the club and keeps records of it;
- Maintains official records of meetings and sends out meeting notes to all members;
- Maintains the club email account which includes publicizing club activities and replying to club emails from board and club members;
- Informs officers of deadlines for reports, mailings, future commitments;
- Coordinates mailing of notices/newsletters to members;
- Maintains a roster of officers and other board members with current address, including email, and telephone information;
- Distributes this roster to board members;
- Informs the Women in Aviation International and club members of plans and activities by forwarding copies of all mailings and special reports;
- Encourages club members to update their personal information on the online club member directory;
- Maintains complete and up-to-date copies of the club's bylaws and other organizational documents.
- Works closely with the Social Media Chair.



### **Treasurer**

- Oversees club finances, collects dues, and receives other monies, e.g. proceeds from tickets;
- Follows best financial practices as determined by the Executive Board;
- Completes and submits the annual financial report to the Executive Board and Women in Aviation International, if required, each year by the stated deadline;
- Assists the president and other officers in preparing program budgets and financial controls;
- Maintains and supervises club bank accounts;
- Ensures that there is more than one signatory on all bank accounts;
- Files IRS Form 990 (for organizations exempt from income tax) as necessary, and appropriate state forms to comply with fundraising statutes;
- Sends copies of completed tax forms to the Executive Board and Women in Aviation International, if required;
- Ensures that adequate budget and financial controls are maintained;
- Prepares and submits financial statements to the president and the executive board on a regular basis, i.e. all board meetings or at minimum quarterly;
- Pays all club bills on time.



### **Outreach Chair**

- Establish relations with other chapters, and schools to promote and educate others about our organization and women in aviation;
- Work with the executive board to identify/maintain ways to benefit and serve club members
- Assist in developing plans for expanding the club;
- Network in the community on behalf of the foundation;
- Collaborates with other members of the executive committee and board of directors to create and execute exciting, interesting events for the club constituency;
- Works closely with club secretary, social media chair and membership chair to promote upcoming events.



### **Membership Chair**

- Welcomes new members and invites them to club/group activities;
- Maintains a membership list;
- Encourages members to update their contact information online;
- May solicit new members by requesting payment of club/group membership dues.



### **Social Media Chair**

- Finds ways to use technology to improve organization's operations (e.g., communications and outreach);
- Develops and maintains club website and social media sites;
- Publicizes club activities through social media and the club website
- Works closely with the club Secretary.