



President Responsibilities

****Please note this is a WAI required position****

Performs all needed actions to keep the chapter running. Monitors the work of all other leadership members and ensures each member is fulfilling their outlined duties. Responsible for sending communication to all members of the chapter regarding important chapter business not covered by Membership or Program chairs (see associated duties). Sets the annual member meeting calendar. Delegates duties to any of the chapter officers.

Individual or Shared	Task	Comments/ Concerns
S	Helps keep chapter running	
S	Helps manage communication between WAI and chapter <ul style="list-style-type: none">• Membership - sgordon@wai.org• WAI account balance - rainbinder@wai.org• General Chapter questions - jrowden@wai.org	
S	Helps form advisory committee	
I	Serves as student organization advisor	
I	Approves School presence requests	
I	Sets annual member meeting <ul style="list-style-type: none">• July• Sets up elections	
S	Delegates duties	
I	Sends reminder emails for leadership meetings (when VP unavailable) <ul style="list-style-type: none">• Sends at least two weeks in advance	
S	Coordinates travel to WAI conference	
S	Makes leadership meeting agenda <ul style="list-style-type: none">• Agenda Template	

I	Must keep detailed record of duties and tasks for next president <ul style="list-style-type: none">● Binder or keep record in WAI google folder (link here)	
I	Oversees leadership roles and ensures required paperwork is completed	
I	Keeps record of supplies and equipment for chapter use <ul style="list-style-type: none">● GIAD (link here)● Outreach events (link here)● Member goodies (link here)<ul style="list-style-type: none">○ Shirts○ Stickers○ Flyers	



Vice President Responsibilities

****Please note this is a WAI required position****

Performs any presidential duties if the president is unable. Serves as the chairperson for the Girls in Aviation Day Committee and serves on the outreach committee.

Individual or Shared	Task	Comments/ Concerns
S	Helps keep the chapter running	
S	Helps manage communication between WAI and chapter <ul style="list-style-type: none">• Membership - sgordon@wai.org• WAI account balance - rainbinder@wai.org• General Chapter questions - jrowden@wai.org	
S	Helps form advisory committee	
I	Serves as student organization president Works closely with student organization rep <ul style="list-style-type: none">• Rep email	
I	Must complete student organization officer training once a year	
I	Approves school event requests	
I	Support student leadership with <ul style="list-style-type: none">• Event request form• Graphic request form• Funds/spend request• Ensuring access to all required forms	
I	Chair on GIAD	
S	Sends reminder emails for leadership meetings <ul style="list-style-type: none">• Sends at least two weeks in advance	
I	Sends leadership recap emails to those who could not attend	
S	Assists in coordinating travel to WAI conference	

S	Makes leadership meeting agenda <ul style="list-style-type: none">• Agenda Template	
I	Must keep a detailed record of duties and tasks for next Vice president <ul style="list-style-type: none">• Binder or keep a record in WAI google folder• Link here	
S	Completes annual chapter report	



Secretary Responsibilities

****Please note this is a WAI required position****

Maintains the records for the chapter. Keeps detailed meeting minutes at every executive board AND at membership meetings. Has meeting minutes available to anyone that requests them within 48 hours of meetings. Uploads meeting minutes to the Drive account within 48 hours of meeting end. May delegate any secretarial duties to the Assistant Secretary with appropriate notice (at least 72 hours' notice for meeting minute delegation).

Individual or Shared	Task	Comments/ Concerns
I	Maintains records for the chapter <ul style="list-style-type: none">• Meeting minutes• Agenda• Organization of google drive (link here)	
I	Creates Meeting minutes <ul style="list-style-type: none">• Meeting minute template• Upload meeting minutes within 48 hrs of meeting	
I	May delegate tasks to assistant secretary <ul style="list-style-type: none">• With 72 hrs notice• If assistant secretary is current position	
I	Serves as student organization secretary <ul style="list-style-type: none">• Keeps meeting minutes updated with SGA requests<ul style="list-style-type: none">○ Funds○ Events	
I	Keeps record of members task for volunteering	
I	Sends recap email from membership meetings for those who could not attend <ul style="list-style-type: none">• Within 48 hrs of meeting	



Treasurer Responsibilities

****Please note this is a WAI required position****

This position must be filled by a student

Individual or Shared	Task	Comments/ Concerns
I	Bi-annually checks on WAI budget. Including: <ul style="list-style-type: none">• WAI Rebate (link here)• Grant budgets (link here)• SGA Budgets (link here)	
I	Complete Student government training	
S	Apply to any applicable SGA funding, grants, or financial opportunities. This can be shared with other chapter members. Add any applicable links here (ex: specific grants)	
I	Maintain an accurate record of all budget and receipts (link here)	
I	Send receipts to college account manager <ul style="list-style-type: none">• Account manager email	
S	Completes annual chapter report	
I	Records any donations received by the chapter and reports them to school foundation	
I	Completes chapter taxes (ensures still under schools 501 c status)	



Membership Chair Responsibilities

****Please note this is a WAI required position****

Maintains a current membership roster for the chapter. Works with the treasurer to maintain a current dues-paid record. Sends a reminder email to chapter members the month their chapter membership will lapse. Submits a bimonthly roster to the board. Updates chapter roster with headquarters at least quarterly. Coordinates with Social Media Chair to disseminate meeting information and works with the Event Chair to create and maintain an online calendar of membership meetings.

Individual or Shared	Task	Comments/ Concerns
S	Keeps up to date record of all current chapter members (link here) <ul style="list-style-type: none">• Membership requirements• Including chapter position• Contact info• WAI membership number• Reports list to leadership meeting bi-monthly (every other meeting)	
I	Contacts WAI quarterly for updated roster and makes any needed corrections <ul style="list-style-type: none">• rainbinder@wai.org	
I	Manages communication for new members <ul style="list-style-type: none">• Becoming a member• Submitting new member forms and payment	
S	Coordinates with social media chair and event chair to disseminate information about leadership and membership meetings <ul style="list-style-type: none">• Membership meeting in July	
I	Must keep detailed record of duties and tasks for next president <ul style="list-style-type: none">• Binder or keep record in WAI google folder	



Outreach Responsibilities

**** Please note this is a required WAI position****

Helps the chapter serve the community with at least one community service project or event each year (excluding Girls in Aviation Day). Emails membership regarding community service project/event AND all Girls in Aviation Day communications. Serves as chairperson on the Outreach Committee and serves as second chair for Girls in Aviation Day committee.

Individual or Shared	Task	Comments/ Concerns
I	Serves as second chair for GIAD	
I	Manages communication for GIAD <ul style="list-style-type: none">● Use WAI Eblast (request through Jessi at jrowden@wai.org)● Sign up process for attendees● Sign up process for volunteers● Reminders	
I	Manages communication regarding volunteer or service project <ul style="list-style-type: none">● Use WAI Eblast (request through Jessi at jrowden@wai.org)● Sign up process for attendees● Reminders● Outside organizations	
I	Must put on at least one community outreach event besides GIAD	
I	Must put on at least one outreach event to a local school <ul style="list-style-type: none">● Career fair● Aviation related activity	
I	Communicates and manages GIAD budget with chapter treasurer	
S	Should use help from event chair (add email) and social media chair (add email) to get any posters or events	

	approved	
I	Must keep a detailed record of planning of events for GIAD and outreach for next chair	



Event Chair Responsibilities

Provides chapter with bimonthly activities related to aviation. Coordinates all details regarding tours and activities with appropriate contacts. Submits program proposal (including proposed dates) to board at July board meeting for following year. Sends program proposal to membership no later than one month before each semester. Sends email event reminders to membership 1 week prior to events and 1 day prior to events. If there will be an event and meeting on the same date, the Program chair will send out all communications. Coordinates with Social Media Chair to disseminate event information and works to maintain an online calendar of membership meetings.

Individual or Shared	Task	Comments/ Concerns
I	Manages WAI google calendar (link here) <ul style="list-style-type: none">• Add events ASAP (at least 3 weeks before)	
I	Submits event request for events and meetings (link here) <ul style="list-style-type: none">• Done at least 3 weeks in advance	
I	Records membership attendance to events	
S	Coordinates speakers, tours, or any other activities <ul style="list-style-type: none">• Submits semester outline one month prior to semester	
I	Works with Student orgs to ensure events/activities are within school guidelines	
I	Collects any required paperwork for events: <ul style="list-style-type: none">• Student travel forms (link here)• Waivers (link here)	
S	Helps submit forms and plan outreach/volunteer projects	
S	Communicates with the treasurer (contact email) to stay within budget for events	
I	Send reminder emails 1 day prior and 1 week before each event (excluding leadership meetings) <ul style="list-style-type: none">• Send email based off of current membership list	
I	Must keep detailed record of duties and tasks for next	

SAMPLE



	<p>event chair</p> <ul style="list-style-type: none">• Binder or keep record in WAI google folder• Each event plan is kept in folder as well	
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Social Media Chair Responsibilities

Maintains communication with chapter members through all social media platforms the chapter utilizes. Facebook, Twitter, Instagram & LinkedIn should be updated at least biweekly or more if necessary. Works with Membership Chair and Event Chair to deliver important meeting and program information via social media platforms prior to events.

Individual or Shared	Task	Comments/ Concerns
I	Keeps updated Social Media <ul style="list-style-type: none">• Updated at least biweekly• One Aviator of the month	
I	Creates any social media or advertising content <ul style="list-style-type: none">• Must get approved through student orgs	
I	Works with WAI to disseminate information <ul style="list-style-type: none">• Eblast<ul style="list-style-type: none">○ Request through Jessi at jrowden@wai.org	
I	Keeps record of social media logins	
I	Checks social media weekly to respond to: <ul style="list-style-type: none">• DMs• Comments• Likes	
I	Must keep detailed record of duties and tasks for next president <ul style="list-style-type: none">• Binder or keep record in WAI google folder	