



## **AMAC Chapter Officer Roles and Responsibilities**

Chapter Officers have general charge and management of the affairs, funds, and property of the AMAC Chapter and approve the annual budget for the AMAC Chapter. The Officers shall have full power, and it shall be the Officers' duties to carry out the purposes of the AMAC Chapter according to its Articles of Incorporation and Bylaws and to devise and carry into execution such measures as it deems proper and expedient to protect the interests of its members. If and when Officers collectively consent in writing to any action to be taken by the AMAC Chapter, that action shall be as valid as though it had been authorized at a meeting of the Officers of the AMAC Chapter. Competencies, duties, and responsibilities for each role are listed in this section and are incorporated as if fully set forth herein.

### **President – Core Competencies**

- Demonstrates understanding and commitment to AMAC National and maintains the AMAC Brand at the local Chapter level.
- Ability to build effective relationships within and outside the organization and foster collaboration among members and internal and external stakeholders.
- Ability to communicate effectively.
- Demonstrates proficiency in visioning and strategic planning.
- Ability to conduct effective Chapter meetings.
- Demonstrates ability to plan and implement events consistent with the goals of the AMAC National and the Chapter.
- Possesses other attributes of an effective Chapter leader.

### **President – Examples of Duties**

- Spearheading updates to the Chapter Bylaws (as needed) with guidance from the AMAC National Office.
- Ensure the Chapter's Articles of Organization are created and registered with the State of Maryland; 501c6 paperwork is in compliance with AMAC National and filed as instructed; Charter Bylaws and other legal documents filed as required; and all documents are maintained and updated as required per the Bylaws.
- Working with fellow Officers and committee chairs to set the plans for the year's activities, including programs, membership growth, publicity, finances, social and other activities.
- Organizing the Chapter's efforts by implementing the strategic plan goals and delegating the duties required by the Bylaws and the year's plans.
- Presiding at all meetings of the general membership.
- Establishing a nominating committee according to Bylaws for next year's elections.
- Member of the AMAC Council of Presidents.
- Member of AMAC Foundation.

### **Vice President of Finance – Core Competencies**

- Demonstrates understanding of and commitment to AMAC and maintains the AMAC Brand at the local Chapter level.
- Possesses business acumen.



- Possesses knowledge of accounting principles.
- Demonstrates experience with financial management and financial reporting.
- Possesses other attributes of an effective Chapter leader.

### **Vice President of Finance – Examples of Duties**

- Maintaining all Chapter financial records and Chapter bank account(s).
- Ensure the Chapter's State of Maryland Form 990 is completed and filed on time with the Department of Taxation and Assessment (SDAT) yearly.
- Collecting Chapter funds and/or receivables (if applicable).
- Filing mandatory annual financial reports with the AMAC National Office.
- As required, file mandatory annual financial reports to the IRS and the State of Maryland.
- Supplying appropriate budget reports to Chapter Officers.
- Reporting financial status to the Chapter.
- Coordinating membership procedure and fees with the Vice President of Membership.
- Creating financial goals and objectives to be presented and approved by the Chapter Officers.
- Member of the AMAC National Finance Committee.

### **Vice President of Programs – Core Competencies**

- Demonstrates understanding and commitment to AMAC and maintains the AMAC Brand at the local Chapter level.
- Possesses knowledge and professional experience in the social sector (e.g., nonprofit, government, corporate philanthropy, community organizing, and/or foundations).
- Demonstrates the ability to build programs and achieve impact.
- Possesses experience in program planning and implementation.

### **Vice President of Programs – Examples of Duties**

- Ensuring that the Chapter fulfills its program obligations to the AMAC National Office.
- Developing programs designed to attract and retain members in the Chapter area.
- Creating goals and objectives will be created and approved by the Chapter Officers.
- Leading the planning, coordination, and execution of events and programs.
- Coordinate with local like-minded organizations and chambers of commerce to collaborate on the calendar of events.
- Member of AMAC National Aviation & Professional Development Committee.
- Member of AMAC National Conference Planning Committee.

### **Vice President of Membership – Core Competencies**

- Demonstrates understanding and commitment to AMAC and maintains the AMAC Brand at the local Chapter level.
- Possesses an understanding of membership development and retention strategies.
- Familiarity with and maintaining a Customer Relationship Management (CRM) software application.
- Ability to interact personably and positively with individuals, including members, prospective members, and the general public.



### **Vice President of Membership – Examples of Duties**

- Coordinating membership procedures and fees with the Vice President of Finance.
- Recruiting new members to the Chapter and organizing membership campaigns.
- Maintaining Chapter membership records and database, including member name, email, phone, address, company, dues payment, and AMAC membership number.
- Monitoring and reporting on all Chapter membership metrics.
- Generating and implementing ideas for the recruitment of new members
- Create membership goals and objectives to be presented and approved by the Chapter Officers.
- Create and maintain a youth and student recruitment and retention initiative.
- Member of AMAC National Membership Committee.
- Assign a local Chapter representative to the AMAC National Emerging Leaders Committee.

### **Vice President of Public Relations – Core Competencies**

- Demonstrates understanding and commitment to AMAC National and maintains the AMAC Brand at the local Chapter level.
- Possesses understanding of public relations strategies including digital marketing and social media.
- Demonstrates understanding and familiarity with event planning.

### **Vice President of Public Relations – Examples of Duties**

- Promoting the Chapter's image and activities in the region.
- Creating, updating, and maintaining the Chapter's website and social media accounts.
- Disseminating an e-newsletter to communicate the activities of the Chapter to the local membership.
- Informing the public of the Chapter's programs, special events, membership opportunities, and fundraising efforts.
- Creating public relations goals and objectives to be presented and approved by the Chapter Officers.
- Constant communications and coordination with the Vice Presidents of Corporate Relations, Membership, and Programs.
- Member of AMAC National Communications Committee.

### **Vice President of Corporate Relations – Core Competencies**

- Demonstrates understanding and commitment to AMAC and maintains the AMAC Brand at the local Chapter level.
- Possesses an understanding of corporate or community relations.
- Possesses an understanding of sponsorship management.
- Has a network of corporate and community organizations to obtain support (e.g., financial, in-kind, etc.) for the local Chapter.
- Works to position the local Chapter as a key partner in the local business community, including organizations related to the airport industry.
- Builds strong relationships with corporate members to increase participation and sponsorship of local AMAC events and to promote employment diversity in the airport industry.
- Promotes AMAC member services to corporate partners for potential teaming opportunities.



- Creates sponsorship opportunities to grow the local AMAC Chapter.

### **Vice President of Corporate Relations – Examples of Duties**

- Identifying, cultivating, and stewarding mutually beneficial relationships with local and national corporations, business organizations, and chambers of commerce.
- Creating corporate relations goals and objectives to be presented and approved by the Chapter Officers.
- Fundraising and obtaining corporate support for Chapter priorities and programs.
- Coordinating with the Vice President of Programs to create opportunities to highlight corporate members.
- Coordinate with the Vice President of Programs to plan targeting local corporations, business groups, airports, and non-profit organizations for sponsoring opportunities.
- Member of AMAC National Corporate Development Committee.
- Member of AMAC Governmental Affairs Committee.
- Member of the AMAC Political Action Committee (PAC).

### **Vice President of Aviation – Core Competencies**

- Demonstrates understanding and commitment to AMAC and maintains the AMAC Brand at the local Chapter level.
- Maintains current employment at an airport within the Chapter’s jurisdiction or an agent approved by the airport.
- Demonstrates an interest in aviation, particularly in professional services, construction, architecture, information technology, concessions, or other related fields.
- Demonstrates gaining access to and obtaining buy-in from airports in the Chapter area.

### **Vice President of Aviation – Examples of Duties**

- Ensuring close coordination with jurisdictional airports.
- Keeping the local Chapter abreast of airport(s) opportunities, priorities and events.
- Ensuring engagement of airport leaders and other officials around airport issues.
- Coordinating with the Vice President of Public Relations and Vice President of Programs to ensure airport interests are reflected and shared.
- Creating goals and objectives to be presented and approved by the Chapter Officers.
- Member of AMAC Governmental Affairs Committee.
- Member of AMAC National Governance & Performance Management Committee

### **Secretary – Core Competencies**

- Demonstrates understanding and commitment to AMAC and maintains the AMAC Brand at the local Chapter level.
- Demonstrates good communication, customer service, and relationship-building skills.
- Possesses good organizing and time management skills.
- Detail-oriented.

### **Secretary – Examples of Duties**



- Assist the Chapter President with meeting agendas, minutes, emails and any chamber correspondence, as needed.
- Providing the AMAC National Office with new Officers' names and contact information and updating membership lists.
- Sending meeting agendas and meeting minutes to Chapter Officers.
- Distribute meeting agendas and meeting minutes to local members.
- Handling all Chapter correspondence on a timely basis.
- Maintaining Chapter files for historical purposes.