

AHS AZ Chapter Officer Role Descriptions

President: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year term that is filled by the incumbent VP. The President, as the chief officer of the AZ Chapter, shall preside over all Officer and Chapter Meetings, and determine the order of business for meetings of the Chapter. The President shall execute all written instruments or documents of an official character. The President also assumes duties as the Administrative Coordinator for the bi-annual Unmanned Rotorcraft Specialists Meeting which is held in January, on years ending in odd numbers.

Vice President: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position. The Vice President will automatically assume the Office of President following his/her term as Vice President if they so desire. The VP shall perform the duties of the President in his/her absence. The VP shall monitor business throughout the year to ensure it is in accordance with the AHS International guidelines. The VP shall maintain a record of other-than-cash assets that belong to the Chapter. The VP is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers.

Secretary: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position. The Secretary shall send out notices of meetings of the Officer and committees; record, preserve, and distribute the minutes of such meetings; create and submit required reports to AHS International. The Secretary is responsible for reading of meeting minutes, and 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. The Secretary is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers.

Treasurer: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position. The Treasurer shall be responsible for and have supervisory custody of all funds and securities of the AZ Chapter and shall make such payments, as may be necessary or proper, on behalf of the AZ Chapter, including 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 will be responsible for maintaining a complete and accurate accounting of the AZ Chapter's business transactions and when requested, open all documents to the Officers/Board for their inspection. The Treasurer will prepare and present a financial summary at each quarterly Officer meeting and prepare the AZ Chapter annual financial report to National Headquarters. The Treasurer is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers.

Membership Director: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position. The Membership Director shall promote membership within the Arizona Chapter; keep and maintain the records of the Chapter's membership; create and submit required reports to AHS International; document and report changes in membership at each Officer meeting. The Membership Director should be knowledgeable of the various AHS International Chapter recognitions related to membership that are available and strive to have the AZ Chapter achieve those awards. The Membership Director is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers.

Program Director: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position elected on odd number years. The Program Director shall plan, recommend, prepare, and arrange the programs for the regular, special, and joint meetings of the Chapter. The Program Director shall coordinate with the Officers to plan technical and social events for the year. The Program Director is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers.

Publicity Director: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position. The Publicity Director shall establish public relations for the Chapter, to include preparation and submittal of articles and notices of Chapter events to AHS International Headquarters for proper posting on the AHS International website, the AZ Chapter website, and/or distributed through electronic or postal mailing services provided by AHS International. The Publicity Director is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers.

Technical Director: (2 year term, July 1st to Jun 30th, odd years)

Term is a two-year position. The technical director shall be responsible for encouraging scientific activities to advance the theory and practices of VTOL aircraft and their attendant subsystems. The Technical Director will coordinate closely with the Program Director to ensure that the Chapter holds sessions that are consistently presenting technologies, services, or operations that are relevant and informative. The Technical Director shall encourage Chapter members to participate in AHS International Technical activities, including the annual forum and will lead the Lichten Award Competition Committee. This will include the selection of local winners and submission of that winner as a candidate for the International Lichten Award. The Technical Director is also responsible for the Annual AZ Chapter College Scholarship Competition in which scholastic scholarships are awarded to deserving students from local universities. The Technical Director is part of the committee responsible for overseeing and arranging details for the Unmanned Rotorcraft Specialists Meeting, which is held in January, on years ending in odd numbers