The Executive Committee is comprised of the President, 1st Vice President, 2nd Vice President and Past President. The following information shall provide an overview and general roles and responsibilities of each member of the Executive Committee.

**President**

The President shall be the Chief Executive Officer of the Chapter and shall preside over all meetings of the Chapter as well as the Board of Directors. He/she shall designate members of the Chapter, who are willing to serve during the President’s term of office, to one or more of the various committees which are identified in the Policies or which the President shall establish to fulfill a special initiative. He/she shall monitor the work of the various committees, coordinate efforts, and encouraging highest standard of performance. The President shall call special meetings of the Board of Directors when and as necessary to address Chapter business or to respond to developing circumstances which are of immediate concern to the Chapter or to a substantial portion of its members. The President shall undertake other tasks which in his/her opinion are necessary for the proper conduct of the Chapter’s business or which are specified in other sections of the Procedures or required in the Bylaws.

**Roles and Responsibilities**

- Run the quarterly Board meetings (Executive Director to take minutes)
- Principle representative of the Chapter at the Annual Conference of AAAE (President and/or 1st VP).
- Attend AAAE conferences and events when possible. Chapter can provide support to attend.
- Committee Involvement:
  - Approve Nominating Committee members
  - The President, 1st Vice President and chairperson of the Legislative Committee shall serve as an Ad-Hoc Committee to take action regarding pending legislative matters critically impacting the Chapter and requiring action prior to the next scheduled Board of Directors meeting.
  - Appoint the following committee chairs:
    - AAAE Academic Relations Chair(s)
    - AAAE Diversity Task Force Chair
    - Airport Management Short Course Committee
    - Awards, Resolutions, and Recognition Chair
    - Credentials and Records
    - Industry Issues and Positions
    - Legislative Chair
    - Membership Chair
    - Scholarship Chair
    - Summer Conference Committee
    - Technology Chair

**1st Vice President**
The 1st Vice President shall assume the duties of the President in his/her absence, inability, or refusal to perform. The 1st Vice President shall serve as Chairperson of the Ethics Committee. He/she shall also serve as the Chairperson of the Time and Place Committee in the determination of the location of the Chapters Summer Conference. The 1st Vice President shall serve as Chairperson of the Finance Committee. He/she shall perform such other tasks as assigned to him/her by the President. The 1st Vice President shall assume the duties/position of President at the end of his/her term or succeed to the office of the President in the event the President is unable to function or continue in that office.

Roles and Responsibilities

- Principle representative of the Chapter at the Annual Conference of AAAE (President and/or 1st VP).
- Attend AAAE conferences and events when possible. Chapter can provide support to attend.
- Committee Responsibilities:
  - Chair the Finance Committee
    - The committee shall oversee the financial operation of the Chapter, provide recommendations to the Board of Directors on matters of revenue and adjustment of budget expenditures, conduct a yearly review of the performance of the Executive Director as pertains to his/her contract and Constitution and Bylaws requirements, and perform a yearly review of Chapter financial operations, assets, and liabilities.
    - Responsibilities include quarter financial reporting at all Board of Directors and General Membership meetings, as well as preparation of the annual budget. The Executive Director will provide a draft budget each year to the 1st Vice President.
  - Chair the Ethics Committee
    - Committee shall consist of a minimum of two (2) Executive members and one (1) Corporate member or Associate member whom shall be appointed by the First Vice President
    - Committee is to investigate and report to the Board of Directors any breach or alleged breach of the Code of Ethics by any member of the Chapter which comes to the attention of the committee.
  - Chair the Time and Place Committee
    - The committee shall be responsible for providing oversight of the timing, location and general content of all significant Chapter meetings, conferences, and other events. The Committee shall meet as necessary to make recommendations to the Board of Directors.
  - The President, First Vice President and chairperson of the Legislative Committee shall serve as an Ad-Hoc Committee to take action regarding pending legislative matters critically impacting the Chapter and requiring action prior to the next scheduled Board of Directors meeting.

2nd Vice President

The 2nd Vice President shall assume all duties of the 1st Vice President in his/her absence, inability, or refusal to perform. He/she shall maintain the Constitution and Bylaws of the Chapter and be responsible for appropriate amendments and other interpretations of the contents of this document. He/she shall perform such other tasks as are assigned to him/her by the President. The 2nd Vice President shall assume the duties/position of the 1st Vice President at the end of
his/her term and shall progress through the Presidential positions in the Chapter.

Roles and Responsibilities

- Serve as a representative of the Chapter at the Annual Conference of AAAE if the President and First Vice President are unavailable to attend.
- Attend AAAE conferences and events when possible. Chapter can provide support to attend.
- Committee Involvement
  - Chair the Bylaws Committee
    - He/she shall maintain the Constitution and Bylaws of the Chapter and be responsible for appropriate amendments and other interpretations of the contents of this document.
    - Responsibilities also include presenting Bylaw amendments to the Board of Directors and general membership for approval when applicable.
  - Chair the Policy and Procedures Committee
    - He/she shall maintain the Policy Decisions and Procedures of the Chapter and be responsible for appropriate amendments and other interpretations of the contents of this document.
    - Responsibilities also include presenting amendments and/or new policy decisions to the Board of Directors and general membership for approval when applicable.
    - For additional information on Policy Decisions and Procedures, please refer to the current Bylaws.

Past President

The Past President shall serve as a member of the Board of Directors for a period of one (1) year following his/her term as President. He/she shall serve as Chairperson for the Nominating Committee and shall advise the Board as to the eligibility of any member considered for a nomination or appointment to the Board of Directors as outlined in Article VI, herein.

Roles and Responsibilities

- Chair the Nominating Committee
  - Committee members shall be appointed by the Past President and approved by the President. The committee shall consist of a minimum of three (3) Executive/Executive Emeritus members and a minimum of one (1) Corporate Member.

Miscellaneous Notes

This document was updated by FY18/19 2nd Vice President Judy Ross, A.A.E., C.A.E.