Technology Committee Procedures

Revised July 2019

Representation and Authority

The Technology Committee shall be Chaired by a Chapter Member appointed by the President. The Chair shall recommend a Vice Chair, from any class of membership, for approval by the President. Members shall be from any class of membership and shall be appointed by the Chair and approved by the President. The Committee shall be responsible for providing recommendations and oversight for the technology needs of SWAAAE.

Program Areas

Recommendations – The Committee shall evaluate emerging technologies which may enhance the dissemination of information during SWAAAE events, and throughout the year. The Committee shall endeavor to recommend the most suitable hardware and software that meet the needs and purposes of SWAAAE.

Oversight – The Committee shall operate and maintain SWAAAE owned audio/visual equipment during all SWAAAE sponsored events. It shall provide logistical support for this equipment before, during and after events.

Budget – The Committee shall proactively estimate and communicate budgetary needs to the Finance Committee Chair. The Committee shall manage expenditures in a manner which ensures the Committee stays within budget.

Inventory – The Committee shall maintain and update the inventory of assets annually, prior to the budget planning process for the next fiscal year. Ideally, this should be completed and turned over to the Finance Committee Chair and Executive Director within 2 weeks of the conclusion of the Airport Management Short Course. The Committee is also responsible for facilitating the storage and safe keeping of the A/V equipment, as well as shipping and receiving the equipment for events in a timely fashion, as appropriate.

Timeline

The Committee will continuously monitor the technology and innovation in the industry. The Chair shall provide recommendations to the Board of Directors at their regular meetings and, as necessary, between meetings for timely implementation. Specific timelines include:

- Provide equipment and budgetary needs to the board for consideration at the Winter Board Meeting
- Submit Inventory within 2 weeks of the conclusion of the Airport Management Short Course to the Finance Committee Chair and Executive Director
- Confirm equipment and budgetary needs with the Finance Committee Chair and Executive Director within 2 weeks of the conclusion of the Airport Management Short Course
- Coordinate Shipment of equipment with Executive Director at least 2 weeks in advance of a conference or event, as appropriate.

Miscellaneous Notes

Due to the labor-intensive nature of managing A/V during SWAAAE conferences, Policy Decision 19-18 allows the association to pay for the Technology Chair and Vice Chair to attend each of the two conferences.

This document was updated by the FY18/19 1st Vice President Jennifer Maples, A.A.E., C.A.E. and 2nd Vice President Judy Ross A.A.E., C.A.E.