

# Academic Relations Committee Procedures

*Revised July 2019*

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## **Representation and Authority**

The Academic Relations Committee is 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. Because the Chair holds the title of SWAAAE Academic Relations delegate on the AAAE Academic Relations Committee (ARC) and represents the Chapter at the national level, he or she must meet the criteria outlined in Policy Decision 19. In this role, the Chair is responsible for regular participation in, and maintaining formal communication with, the AAAE ARC, and serves as the liaison/delegate between the AAAE ARC and the SWAAAE Board of Directors.

## **Program Areas**

### ***General***

The Committee shall be responsible for reaching out and maintaining formal relationships with schools and American Association of Airport Executives (AAAE) student chapters in the Southwest region. It is the responsibility of the Academic Relations Committee to develop criteria and selection of recipients for programs that benefit the academic community in SWAAAE, with the exception of any scholarships overseen by the Scholarship Committee.

The programs managed by the Academic Relations Committee fall under the category of “Board of Directors Approved Programs” based upon the Chapter’s annual budget. The Academic Relations Committee can also introduce new programs or eliminate (temporarily or permanently) any existing academic programs under the purview of the Academic Relations Committee, with approval from the Board of Directors.

### ***Student Chapter Grant***

This grant is awarded to a recognized a AAAE Student Chapter and/or student group looking to become a recognized AAAE Student Chapter. The purpose of the grant is to provide a financial base and/or financial support to Student Chapters looking for seed money to become a self-sustaining organization. The grant is awarded to up to two Student Chapters each year in the amount between \$500 and \$1,000.

### ***AAAE Co-Funded Airport Internship Program with AAAE Chapters***

The internship program is a joint venture program between AAAE and SWAAAE. The program seeks to provide more internship opportunities as a pathway for young people to become actively involved in the airport management profession. AAAE and SWAAAE co-fund the internship program to help create one paid internship in the Southwest Chapter each year. AAAE contributes \$2,500 to the program and SWAAAE matches the contribution (\$2,500), totaling \$5,000, only when it is awarded.

### ***Outreach & Connections***

The Committee is responsible for connecting with colleges & universities served within the Chapter boundaries and providing timely information about Chapter & industry opportunities for students.

### ***Mentorship***

The Academic Relations Committee provides a mentoring program for interested students to participate, maintaining a current roster of Chapter members to serve as mentors. Mentorship provides Academic Members with valuable tools and insights as they navigate through college towards their desired career goal.

### ***Conferences***

The Committee works with both the winter and summer conference committees to include program components to encourage academic participation. Emphasis will be greater during the Winter Conference due to colleges being in academic session. The Summer Conference will feature both networking and mentorship opportunity for any academic members who attend.

### **Timeline**

#### ***General***

- August : Committee Chair and Vice Chair will seek out committee members.
- Various: Outreach to student chapters and colleges in the Southwest Region is conducted throughout the year, with focused communication in the fall when school resumes, and in conjunction with conferences and industry events.

#### ***Student Chapter Grant***

- August through November: Committee members reach out to existing and possible future student chapters/organizations to provide information about the student chapter grant.
- December: Committee evaluates applicants and notifies recipients.
- Winter conference (January): Student Chapter/organization selected will be awarded and/or recognized during the membership meeting and/or Winter Conference Banquet.

#### ***AAAE Co-Funded Airport Internship Program with AAAE Chapters***

- September & October: Committee reaches out to airports seeking interest in creating a paid internship positions, and students interested in applying.
- November through January: Committee accepts applications from both Airports and students.
- January: Applications will be reviewed by the Committee.
- February: Committee submits airport and student recipient information to the Executive Director to be formally submitted to AAAE, and to formally notify the airport and student.
- Note: Dates are subject to change, depending on the AAAE application schedule. Further, AAAE has the discretion to add any requirements to this co-funded programs.

#### **Miscellaneous Notes**

- The Committee may request assistance from the Scholarship committee to evaluate program applications.
- The SWAAAE Board of Directors has the discretion to change any deadlines or requirements, as well as cancel any portion of the ARC program as funds are within the Board approved programs line item.
- The Committee is not specifically responsible for student programs or outreach specific to chapter conferences. However, at least one Committee member should participate in each conference committee. assisting in student programs and outreach associated with the conferences, and providing assistance as requested from the conference committee.
- This document was updated by the FY18/19 Committee Co-Chairs, Sean Moran and Welton Trang, as well as the 1<sup>st</sup> Vice President Jennifer Maples, A.A.E., C.A.E.