



Job Description — ACPC Airline Advisory Council

Responsibilities

Council members are expected to fully engage in the planning, development, and execution of ACPC initiatives. Responsibilities include:

- **Provide strategic input** on key aspects of the annual conference in collaboration with fellow council members and the ACPC Board of Directors.
- **Offer expert insight** into current industry trends, challenges, and innovations.
- **Serve as a thought leader** representing the airline sector and bringing diverse viewpoints to the planning process.
- **Enhance the conference's value** by contributing to programming, partnerships, and industry engagement.
- **Participate in two (2) mandatory onsite planning meetings** at the host hotel for the 2027 ACPC:
 - **November 2026**
 - **March 2027**
- **Recruit and assign conference duties** to Airline Volunteers.
- **Support airline participation recruitment** and serve as a liaison between airline attendees and ACPC leadership.
- **Provide a minimum of six (6) hours of onsite service during the ACPC conference**, which may include:
 - ACPC Gives Back Charity
 - Badge Pickup
 - Airline New Attendee Orientation
 - Private Airline Luncheon
 - Airline Roundtable Meetings
 - Closed Airline Meeting
 - Additional assignments at the discretion of ACPC staff
- **Ensure your airline provides at least two personnel** to participate in the full Airline Roundtable Meeting event (two-day commitment; personnel may rotate).
- **Arrive onsite no later than Wednesday** of ACPC week and **remain through the conclusion of the conference on Tuesday afternoon**. This full-conference presence is required for all council members.

Qualifications

Candidates must meet the following criteria:

- Meet eligibility requirements for airline participation in the Air Carriers Purchasing Conference.
- Demonstrated expertise in the airline industry with strong understanding of current trends, challenges, and opportunities.
- Proven ability to collaborate effectively and provide strategic insights.
- Commitment to advancing industry knowledge and supporting professional growth through ACPC programming.
- Adherence to the ACPC Code of Conduct.
- **Must be a registered airline attendee for both the 2026 and 2027 ACPC conferences.**
- **Must submit a letter of support from senior management** confirming approval to participate fully in all required meetings and conference commitments.
- **Must submit a current resume** with nomination materials.

Time Commitment

Council members must commit to:

- Two (2) mandatory onsite ACPC Planning Meetings (November & March).
- Occasional virtual planning sessions as needed.
- Full participation in ACPC conference week:
 - Arrival by Wednesday
 - Departure after Tuesday afternoon conclusion
- Required attendance at:
 - Thursday Committee Meeting
 - Thursday Committee Dinner
 - Friday Volunteer Training
 - Friday Volunteer/Past Chair Dinner

Term

Council members serve a **one-year term**, with a maximum of **three consecutive terms**. Terms run **October 1 through September 31** of the following year.