

AIAA PNW COUNCIL ELECTIONS

PNW AIAA Council elections are coming up in May and we're looking for candidates for the following positions (descriptions found on following pages):

- Vice-Chair Elect (4-year commitment)
- Treasurer Elect (2-year commitment)
- Secretary Elect (2-year commitment)
- Advisory Council (2-year commitment)

This is an opportunity to develop your leadership skills, shape the future of PNW AIAA and serve our member community! Please be mindful of the time commitment for each of these positions!

Timeline:

- Submit candidate form by **Wednesday May 12, 2021 (11:59 pm)**
- Voting will take place electronically between **May 14, 2021 and May 30, 2021 (11:59 pm)**.
- New officers will be announced on **June 1, 2021** and will receive an invitation to our End-of-Year Banquet in June to celebrate the beginning of their terms.

Further questions regarding roles and responsibilities, contact Priscilla Khoury (chair@pnwaiaa.org) and Matthieu Masquelet (vice-chair@pnwaiaa.org) or any of the individuals currently serving in those roles ([PNW AIAA Contact List](#)).

Non-elected positions that need to be filled:

- Webmaster / Communications officer
- Honors and Awards Coordinator
- Membership growth
- Others...

VICE-CHAIR ELECT

1st year: Vice-Chair Elect

- Become acquainted with the roles of Vice-Chair, Chair, and Past Chair
- Serve as a non-voting elected member of Council

2nd year: Vice-Chair

- Attend Region VI meetings
- Stands in for chairperson when necessary
- Helps to prepare the section annual report
- Oversees annual awards banquet in June
- Oversees and assists advisory council members
- Discusses/provides RAC information to council members
- Attends monthly executive council meetings

3rd year: Chair

- Attend RLC and Region VI meetings
- Establish goals for the year
- Oversee the activities of the Section
- Empower your officers to make the right decisions regarding programs and activities
- Identify future leaders
- Hold regularly scheduled meetings
- Help organize the Section
- Monitor the progress of the Section, keep it on course and within budget
- Be the principal source of information on AIAA activities
- Helps to prepare the Section Annual Report
- Attends monthly Executive Council meetings

4th year: Past Chair

- Advises Chair/Vice-Chair
- Acts as a liaison for the Student Conference if applicable
- Attends monthly Executive Council meetings
- Runs the Council Election in May

TREASURER ELECT

1st year: Treasurer Elect

- Become acquainted with the role of Treasurer
- Help prepare necessary documentation for annual Financial Summary
- Serve as a non-voting elected member of Council

2nd year: Treasurer

- Review budgets for efficient planning of Section activities
- Serve as signature authority on all Section financial accounts
- Provide Financial Reports at each Council meeting
- Track expected expenditures and expected income
- Coordinate financial transactions for all events
- Prepare and submit Financial Summary to Regional
- Serve as a voting member of Council

SECRETARY ELECT

1st year: Secretary Elect

- Become acquainted with the role of Secretary
- Assist the Secretary
- Serve as a non-voting elected member of Council

2nd year: Secretary

- Produce organized minutes at Council meetings including attendees, notes of discussions, and results of votes
- Maintain list of Action Items
- Distribute minutes after Council meetings in a timely manner
- Serve as a voting member of Council

ADVISORY COUNCIL

Both years will be spent as an Advisory Council Member

- Provide speaker recommendations
- Plan and oversee technical speaker events
- Coordinate speaker, schedule, and venue
- Support Annual Awards Banquet
- Support Annual Technical Symposium
- Support Annual Report and Financial Summary
- Serve as a voting member of Council