





OBJECTIVES FOR CHAPTERS DEVELOPMENT

- Grow and expand membership base.
- Increase revenue (i.e., membership dues, sponsorship, etc.).
- Enhance advocacy capacity.
- Strengthen organizational brand identity and organization visibility.
- Improve understanding of local needs/interests.

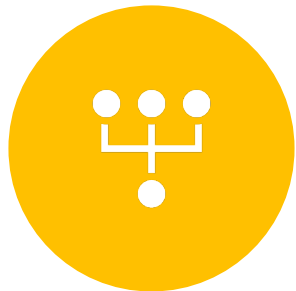
CHAPTER ORGANIZATION



LOCAL CHAPTERS IN MULTIPLE AREAS
AND A SHARED MISSION



CREATE BYLAWS, MEMORANDUMS OF
AGREEMENT WITH THE CHAPTER,
WHO WILL THEN WORK TO CARRY
OUT ITS STRATEGIC PLAN, FIND NEW
MEMBERS, ETC.



CHAPTERS WILL HAVE THEIR OWN
SLATE OF OFFICERS/BOARD, AND
OPERATE INDEPENDENTLY, WHILE
REMAINING IN COMPLIANCE WITH
AMAC BYLAWS, STANDARDS, POLICIES
AND PROCEDURES



CHAPTERS WILL BE SELF-SUSTAINING;
GENERATING REVENUE THROUGH
PROGRAM EFFORTS



AMAC CHAPTERS

ATLANTA*

BALTIMORE/WASHINGTON

CHICAGO

DENVER

DETROIT

HOUSTON*

LOS ANGELES

PORTLAND

AMAC ATLANTA NEEDS YOU!



COMMITTED
LEADERSHIP



ACTIVE MEMBERS



CHAPTER GROWTH AND
ENHANCEMENT

INITIAL CHAPTER REQUIREMENTS



STRATEGIC PLAN



BUDGET



STRATEGIC PLAN/SCHEDULE OF PROGRAMS



MEMBERSHIP CAMPAIGN



ELECTION OF OFFICERS

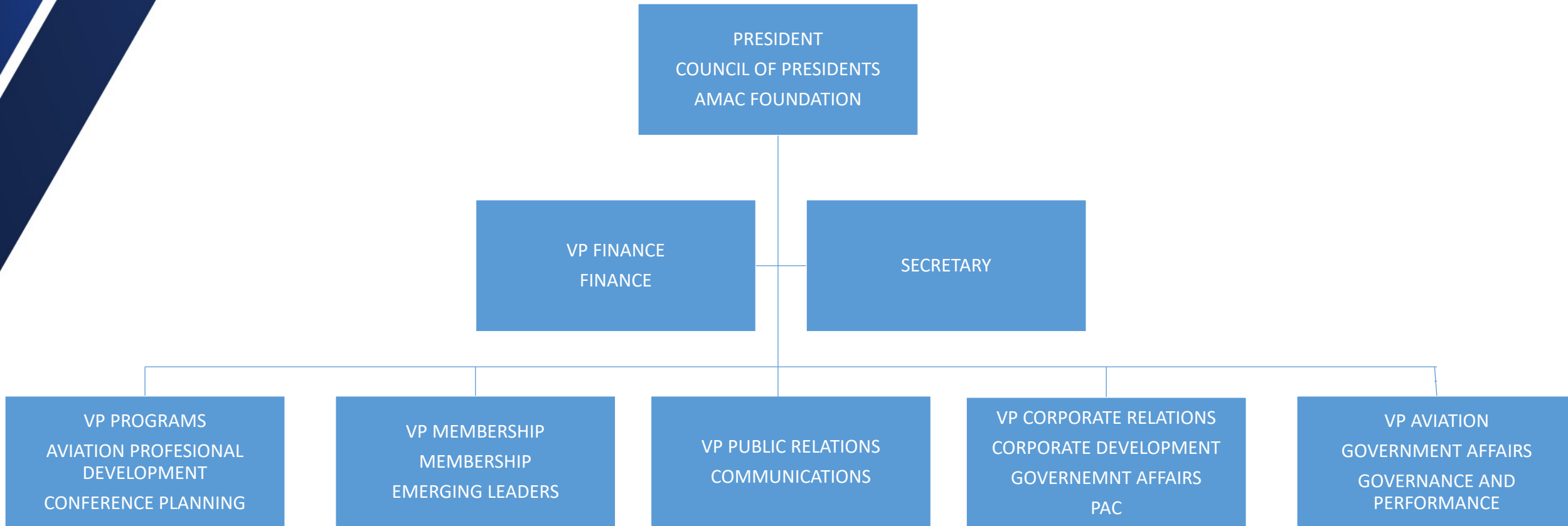
AMAC CHAPTER OFFICERS

- PRESIDENT
- VICE PRESIDENT OF FINANCE
- SECRETARY
- VICE PRESIDENT OF PROGRAMS
- VICE PRESIDENT OF MEMBERSHIP
- VICE PRESIDENT OF PUBLIC RELATIONS
- VICE PRESIDENT OF CORPORATE RELATIONS
- VICE PRESIDENT OF AVIATION

All officers will serve an initial term of 1 year.

Officers will serve on an AMAC national committee and as member of a local chapter committee (or designate a representative)

CHAPTER OFFICERS/COMMITTEE ALIGNMENT





President

- **Core Competencies:**
 - Demonstrates Understanding and Commitment to AMAC
 - Ability to Build Effective Relationships (Foster Collaboration)
 - Ability to Communicate Effectively
 - Demonstrates Proficiency in Visioning and Strategic Planning
 - Ability to Conduct Effective Chapter Meetings
 - Demonstrates Ability to Plan and Implement Events Consistent with The Goals of The Chapter and National Organization
 - Possesses Other Attributes of An Effective Chapter Leader



President

- **Examples of Duties:**
 - Spearheading development of new chapter (including bylaws, charter and charter fee), with guidance from the AMAC National Office
 - Working with fellow officers and committees to set the plans for the year's activities including programs, membership growth, publicity, finances, social and other activities
 - Organizing the chapter's efforts by implementing the strategic plan goals and delegating the duties required by the bylaws and the year's plans
 - Presiding at all meetings of the general membership
 - Establishing nominating committee according to bylaws for next year's elections



Vice President of Finance

- **Core Competencies:**
 - Demonstrates Understanding and Commitment to AMAC
 - Possesses Business Acumen
 - Possesses Knowledge of Accounting Principles
 - Demonstrates Experience with Financial Management and Financial Reporting
 - Possesses Other Attributes of An Effective Chapter Leader



Vice President of Finance

- **Examples of Duties:**
 - Maintaining all chapter financial records and chapter bank account
 - Collecting money at meetings (if applicable)
 - Filing mandatory annual financial report with the AMAC National Office
 - Supplying appropriate budget report to chapter officers
 - Reporting financial status to chapter
 - Coordinating membership procedure and fee with Vice President of Membership
 - Creating goals and objectives to be presented and approved by the chapter officers



Secretary

- **Core Competencies:**
 - Demonstrates Understanding and Commitment to AMAC
 - Demonstrates Good Communication, Customer Service and Relationship-Building Skills
 - Possesses Organization and Time Management Skills
 - Detail-Oriented



Secretary

- **Examples of Duties:**
 - Providing the AMAC National Office with the names and contact information of new officers and providing the AMAC National Office with updated membership lists
 - Sending agendas for meetings, and recording the minutes of such meetings
 - Handling all chapter correspondence on a timely basis
 - Maintaining chapter files for historical purposes
 - Filing the paperwork to establish and maintain the chapter bank account, in coordination with the Vice President Finance



Vice President of Programs

- **Core Competencies:**
 - Demonstrates Understanding and Commitment to AMAC
 - Possesses Knowledge and Professional Experience in the Social Sector (Nonprofit, Government, Corporate Philanthropy, Community Organizing and/or Foundations)
 - Demonstrates the Ability to Build Programs and Achieve Impact
 - Possesses Experience in Program Planning and Implementation



Vice President of Programs

- **Examples of Duties:**
 - Ensuring that the chapter fulfills its program obligations to the AMAC National Office
 - Developing programs designed to attract and retain members
 - Leading the coordination of special events
 - Ensuring that plans and assignments are carried out
 - Creating goals and objectives to be presented and approved by the chapter officers




Vice President of Membership

- **Core Competencies:**
 - Demonstrates Understanding and Commitment to AMAC
 - Possesses Knowledge and Professional Experience with Membership Organizations or Fundraising
 - Familiarity with Customer Relationship Management Software Applications
 - Ability to Interact Personably and Positively with Individuals including Members and the Public



Vice President of Membership

- **Examples of Duties:**
- Coordinating membership procedures and fee with Vice President of Finance
- Recruiting new members to the chapter and organizing membership campaigns
- Maintaining chapter membership records and database, including member name, email, phone, address, company, dues payment, and AMAC membership number
- Monitoring and reporting on all chapter membership metrics
- Generating and implementing ideas as to the recruitment of new members
- Create goals and objectives to be presented and approved by the chapter officers.



Vice President of Public Relations

- **Core Competencies:**
 - Demonstrates Understanding and Commitment to AMAC
 - Possesses Knowledge and Professional Experience with Digital Marketing and Social Media
 - Possesses Knowledge of and Professional Experience with Public Relations
 - Demonstrates Understanding and Familiarity with Event Planning




Vice President of Public Relations

- **Examples of Duties:**
- Promoting the chapter's image and activities in the region
- Creating, updating and maintaining the chapter's website and social media accounts
- Disseminating an e-newsletter to communicate activities of the chapter to the local membership
- Informing the public of the chapter's programs, special events, membership opportunities and fundraising efforts
- Creating goals and objectives to be presented and approved by the chapter officers




Vice President of Corporate Relations

- **Core Competencies:**
- Demonstrates Understanding and Commitment to AMAC
- Possesses Knowledge of and Professional Experience with Corporate or Community Relations
- Possesses Knowledge and Professional Experience with Sponsorship Management




Vice president of Corporate Relations

- **Examples of Duties:**
- Identifying, cultivating, and stewarding mutually beneficial relationships with local and national corporations
- Fundraising and obtaining corporate support for chapter priorities and programs
- Coordinating with the Vice President of Programs to create opportunities to highlight corporate members
- Creating goals and objectives to be presented and approved by the chapter officers



Vice president of Aviation

- **Core Competencies:**
- Demonstrates Understanding and Commitment to AMAC
- Demonstrates Passion for the Field of Aviation, particularly in Professional Services, Construction, Architecture and Concessions
- Demonstrates the Ability to Gain Access To and Obtain Buy-In from Airports in the Local Chapter Area



Vice president of Aviation

- **Examples of Duties:**
 - Keeping the local chapter abreast of airport opportunities, priorities and events
 - Ensuring engagement of airport leaders and airport issues
 - Coordinating with the Vice President of Public Relations and Vice President of Programs to ensure there is an aviation interest reflected and shared
 - Creating goals and objectives to be presented and approved by the chapter officers

CHAPTER DEVELOPMENT: NEXT STEPS



HOUSTON CHAPTER COMMITTEE DEVELOPMENT/PLANNING MEETINGS



HOUSTON CHAPTER STRATEGIC PLANNING



HOUSTON CHAPTER ELECTION OF OFFICERS



BYLAWS AND GOVERNMENTING DOCUMENTS

JOIN AMAC

Become a Member

One of the most important investments one can make is to join AMAC. A strong, unified voice through AMAC is the best opportunity to make a difference in diversity inclusion initiatives throughout the aviation and aerospace industries.

www.amac-org.com/membership



@AirportMinorityAdvisoryCouncil



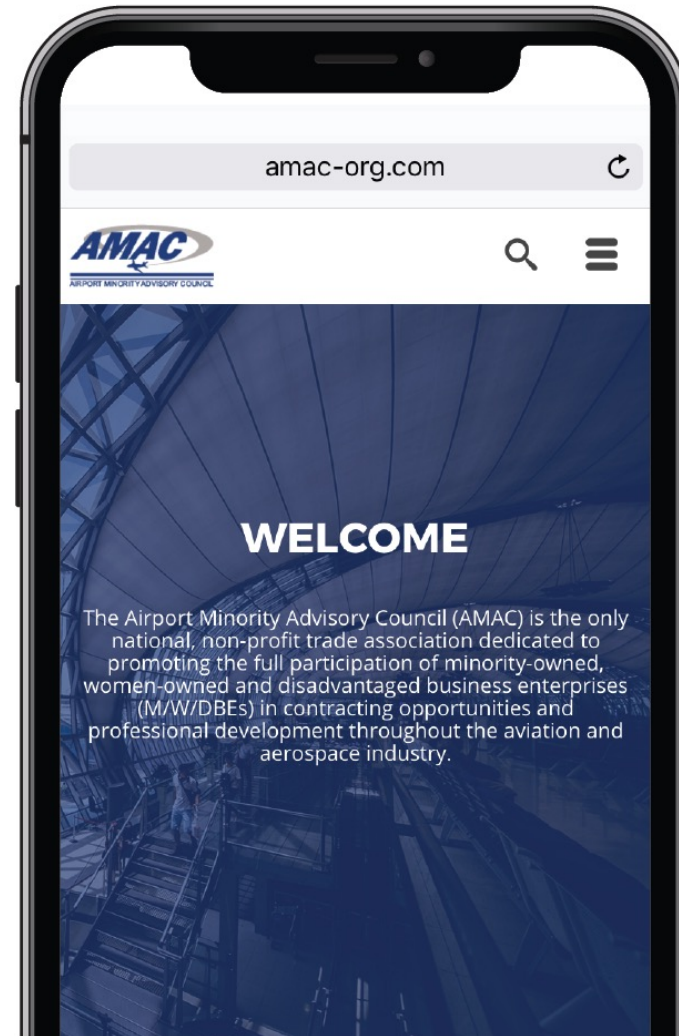
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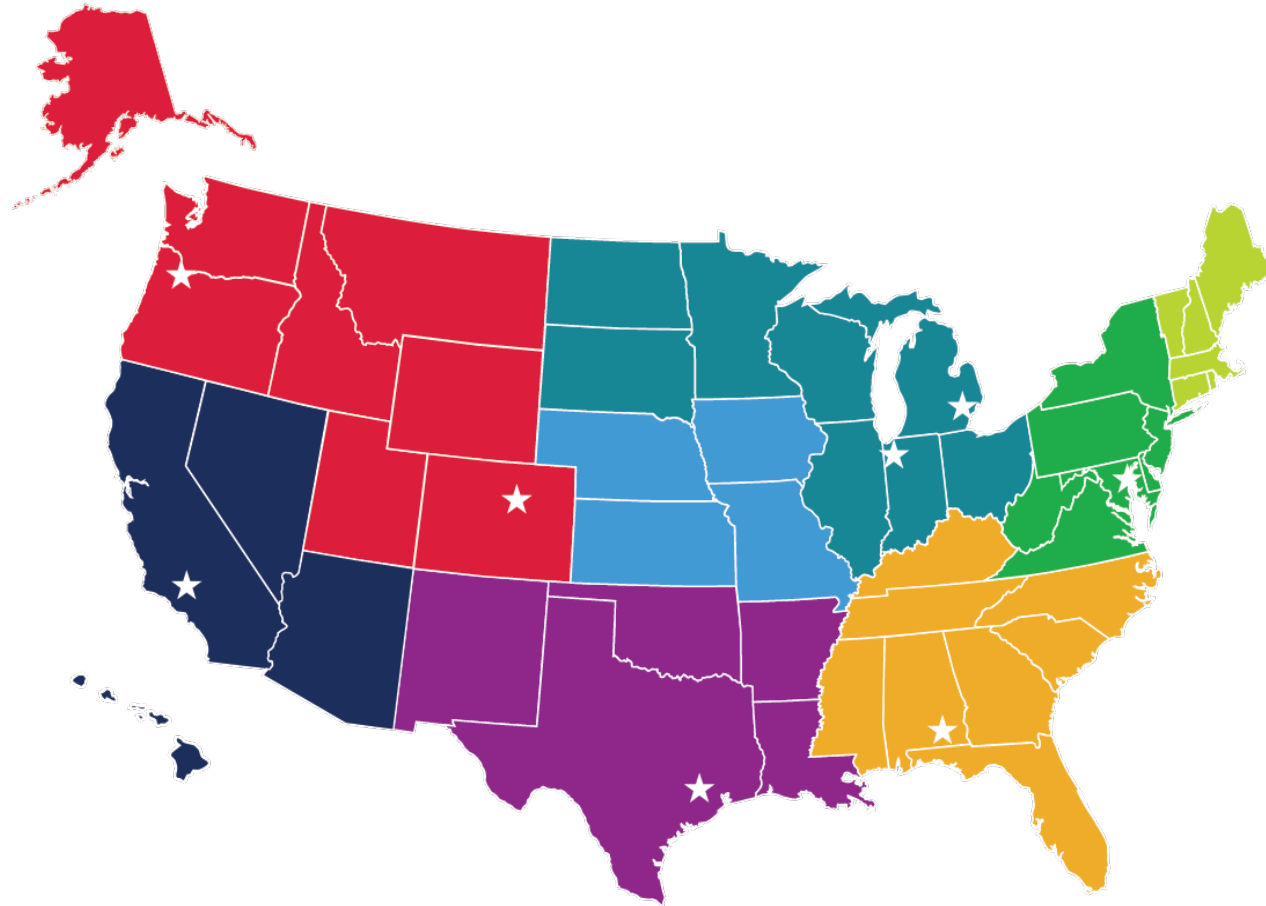
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AMAC Membership Map



Regions

- Northeast
- Eastern
- Southeast
- Midwest/Great Lakes
- Central
- Southwest
- Northwest
- Western

Chapters

- Atlanta, GA
- Baltimore, MD/
Washington, DC
- Chicago, IL
- Denver, CO
- Detroit, MI
- Houston, TX
- Los Angeles, CA
- Portland, OR



THANK YOU

