



Policy and Procedures
Section: 401
Subject: Executive Officers and Committee

Date: 2 October 2020
Revision: 28

401.1. General

401.1.1. The four IAC officers are elected members of the Board of Directors. The job descriptions and responsibilities given for each of the executive officers listed below are in addition to those specified in the *IAC By-Laws* (See P&P Section 101b).

401.1.2. Executive Committee – consisting of five directors with three being the President, Vice President and Treasurer and two additional members to be appointed by the Board of Directors as specified in the IAC By-Laws (See P&P Section 101b).

Executive Committee Term – the Board of Directors shall reaffirm all executive committee appointments at each fall board meeting.

401.2. President

401.2.1. Duties and Responsibilities

- (a) Acts as Chief Operating Officer of the corporation.
- (b) Serves as a member of the Board of Directors of the Experimental Aircraft Association.
- (c) Serves as a member of the Board of Directors of the National Aeronautic Association.
- (d) Serves as a member of the following IAC committees: Contest Sanctioning, Finance, Rules, and Editorial.
- (e) Vacant IAC Committee Chair positions will be filled by the IAC president on an interim basis, subject to confirmation by the IAC board at their next regularly scheduled meeting.
- (e) Supervises the work of the Executive Director.
- (f) Sets the agenda for each meeting of the Board in accordance with the *IAC By-Laws*.



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- (i) Writes the monthly “President's Page” for *Sport Aerobatics* magazine.
 - (j) Serves as the publisher of *Sport Aerobatics* magazine. The publisher is responsible for overseeing the publication of the magazine to ensure it meets IAC standards for quality and content.
 - (k) Acts as the official spokesperson for IAC and is responsible for representing the organization at various functions, speaking engagements, seminars, banquets, and awards ceremonies including AirVenture and the U.S. National Aerobic Championships.

401.3. Vice President

401.3.1. Duties and Responsibilities

- 401.3.2. Will carry out the duties of the President as specified in this section in case of the absence, disability, or inability of the President to perform their duties for any reason.

401.4. Secretary

401.4.1. Duties and Responsibilities

- (a) Handles all organizational correspondence.
- (b) Maintains the list of Committee Chairs and presents that list to the IAC Board of Directors at its Fall meeting in accordance with Section 200.
- (c) Acts as the official parliamentarian by establishing and maintaining orderly procedure at Annual Membership and Board of Directors meetings. The general reference for these proceedings will be the *IAC By-Laws* and *Robert's Rules of Order*.
- (d) Serves notices and coordinates with the President in developing agendas of the Board of Directors and Executive Committee.



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- (e) Attends meetings of the Executive Committee in order to record the minutes of those meetings.

401.5. Treasurer

401.5.1. Duties and Responsibilities

- (a) Chairs the Finance Committee in accordance with P&P Section 207.
- (b) Ensures the processes and controls are sufficient to support the IAC business.
- (c) Ensures that regular reports and forecasts are available to the Board of Directors and Executive Director.
- (d) Prepares and sends Quarterly Financial Reports to the Board of Directors.