

EAA Positions & Responsibilities

President

- Leads the chapter
- Primary point of contact with EAA HQ
- Appoints chairmen and committees
- Presides over chapter functions

Vice President

- Performs the duties of President when president is unavailable

Secretary

- Records and publishes minutes of business meetings
- Maintains a permanent file of key documents

Treasurer

- Maintains chapter finances
 - Receives and deposits all funds
 - Issues checks (as per the bylaws)
 - Balances checkbook
- Maintains financial books and records
- Files IRS 990N annually
- If a charity, issues receipts for donations
- Registered Agent – official point of contact for the State of CO

Newsletter Editor

- Publish a monthly newsletter to share news, document your successes, and publish minutes and treasurer reports
- Send out email blasts as needed

Membership Chairman

- Welcome guests and promote membership in our chapter
- Collect & track yearly dues
- Maintain membership list
- Order badges for new members

Program Director

- Works with board members to plan and organize programs for the monthly chapter meetings
- Ensure all equipment for speaker is available and set up

Web Editor

- Maintain chapter website routinely

Young Eagles Coordinator

- Facilitates and promotes safe Young Eagle events for the chapter
- Coordinate pilots and other volunteers for the events

Eagle Flight Coordinator

- Main point of contact who can handle inquiries about the EAA Eagle Flights program
- Coordinate pilots and other volunteers for the events
- Lead for the EAA Flying Start program

IMC/VMC Coordinator

- Promotes and facilitates IMC and/or VMC programming by presenting scenario videos and presiding over meetings to keep discussion on track and on topic

Event Coordinator

- Organize special events such as Anniversary dinner and Christmas dinner
- Promote special event
- Find venue for special event
- Collect money and maintain attendance list for special event

Scholarship Coordinator

- Key contact for the EAA Ray Aviation Scholarship program, the scholar, and parents
- Responsible for completing the chapter application and scholar program reports

Directors

- Long-term chapter members who are a resource to draw upon

Technical Counselors

- Chapter-nominated and EAA Headquarters-appointed position predicated on an individual's experience with aircraft construction
- Help members present a "zero defect" aircraft at final inspection by the FAA

EAA Flight Advisor

- Chapter-nominated and EAA Headquarters-appointed position predicated on an individual's experience as a pilot, especially with flight testing

Fundraising Chairman

- Lead and coordinate fundraising efforts

Chapter Historian

- Maintain the chapter's history
- Record all important chapter events

- Safeguard the chapter's archives and historical documents to ensure proper handling and preservation