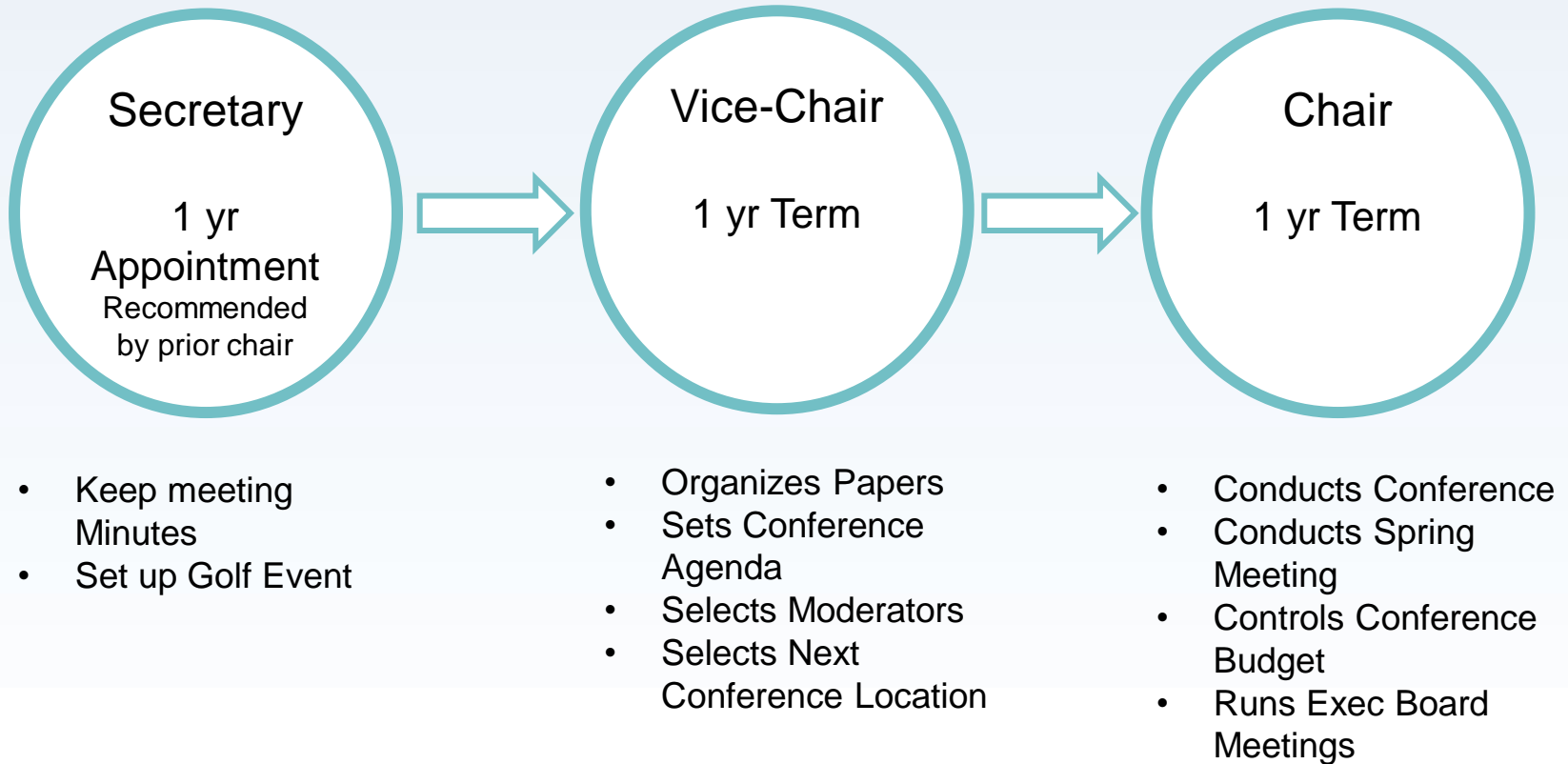




Current IES ALC Roles

Executive Positions





IES ALC Roles Summary

- Roles Filled 2023
 - Asst Treasurer – Galen Dixon
 - Awards – Michelle Skinnon
 - Marketing/BD – Jim Taylor
- Roles Vacated 2023
 - Web Site
- 18 Roles / 6 vacancies – 33% open



Current IES ALC Roles

Role	Chair	Vice Chair	Secretary	Users Group	Treasurer	Asst Treasurer	Government Contacts
Term / Recommended Duration	1 yr	1 yr	1 yr	5 yrs	5 yrs	2 - 5 yrs	5 yrs
Board Level	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Open/Filled	Filled	Filled	Filled	Filled	Filled	Filled	Filled
Filled By	Brett Bieberdorf	Ryan Patton	Michelle S	Aaron Geary	Ryan Patton	Galen Dixon	Don Lampkins
Responsibilities	Select Conf Location	Control of Agenda	Maintain Exec Meeting Agenda	Plan/Conduct Electricians Panel	Bank Reconciliations	Enter Transactions as needed	Plan/Conduct Government Contacts session (Fall)
	Plan/Execute Conference (See Conference Planner board)	Source Papers	Maintain Exec Meeting Minutes	Plan/Conduct Contractors Panel	Complete Financial statements Monthly	Duties as assigned by Treasurer	Plan/Conduct Govt Contacts session (spring)
	Plan - Conduct Executive Board Meetings (Fall and Spring)	Source Moderators	Select - Plan Golf Event		Issue Checks	Progress to Treasurer	Encourage FAA/Govt participation in IES Meetings
	Speaker / moderator gift selection & procurement	Inventory - Order IES swag/shirts			Control Credit Cards		Set up access to FAA facilities for Spring Mtg
	Select Following Year Secretary	Reveal and present next years Conf location					
	Control of Conference budget						



Current IES ALC Roles

Role	Awards	Marketing/BD	Day Show	Continuing Education	Fun Run Captain
Term / Recommended Duration	3 yrs	3 - 5 yrs	3 - 5 yrs	3 yrs	3 yrs
Board Level	Yes	Yes	Yes	No	No
Open/Filled	Filled	Filled	Filled	Filled	Filled
Filled By	Michelle S	Jim Taylor	John Trush	Tara	Mark Morley
Responsibilities	Review papers and score for best paper award	Drive engagement of existing members (retention)	Plan/Execute day show at fall conference	Maintain relationship with CE institution	Plan Fun Run route
	Commercial Airport of the year award	Coordinate participation at other aviation events (FAA Regional, AAAE shows)	Contract with Drayage company	Provide forms at Fall Conference / website	Coordinate Run with V.C. agenda
	GA Airport of the year award	Draft monthly emails, correspondence to membership	Contract with hotel/contractor on pipe/drape	Collect and send forms in to CE Institution - follow up to ensure CE's are issued	Request Run Shirts from VC
	Procure plaques for awards	Set up webinars for industry participation (FAA circular reviews, training, etc)	Layout of day show format	Correct any CE related issues with attendees	Conduct Run and answer questions
			Coordinate with Chair on F&B		



Current Roles to Fill

Role	General Aviation	Website	Social Media	Mobile App	Spouses Tour	Photography
Term / Recommended Duration	3 - 5 yrs	3 - 5 yrs	3 yrs	3 yrs	3 yrs	3 yrs
Board Level	Yes	Yes	Yes	No	No	No
Open/Filled	Open	Open	Open	Open	Open	Open
Filled By						
Responsibilities		Keep Website updated	Update Social Media sites with minimum monthly posts	Receive Agenda, Layout, hotel info and schedule from other chairs	Source Fun and cost effective events for spouses at Fall conference	Take/Collect & edit photos from Fall/Spring Conferences
		*Maintain online storage location for IES documents	Use photos uploaded to IES Doc storage	Update and publish mobile app	Coordinate budget with Chair for events	Upload edited photos to IES document storage
		Send out blast emails as needed	LinkedIn, Facebook, others	Send email to group, marketing use of app	Set and publish schedule for events	
				Answer app related questions		



- Additional Volunteer Opportunities
 - Registration Desk
 - SWAG Sales
 - Golf
 - Moderating & Presenting

