



## **VFS Technical Council Staff Operating Guidelines Technical Committee Charters Updated: January 2019**

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### **Contents**

This document defines the purpose, scope of activity, and methods of operations for the Technical Staff of the *Vertical Flight Society* (VFS).

- Section I relates to the duties of the Technical Director, Technical Council, Journal Editor, Forum Technical Chair and the Deputy Technical Directors.
- Section II relates to the Technical Committees, Committee Chairs, Session Chairs and the Deputy Technical Directors.
- Section III covers procedures, guidelines and checklists.

### **Philosophy of Guidelines**

These procedures and approaches are guidelines only, and the widest latitude is left to the technical officers and Chairs in the conduct of his/her or the committee's business. However, to maintain consistent policies and approaches, a continuous effort should be made to comply with the stated approaches. It is recognized and provided that these guidelines should change as time goes on and there will be instances where deviations will be desirable and proper. For those cases, it is requested that deviations from the guidelines be cleared with the Deputy Technical Director responsible for the committees or the Technical Director prior to the action to assure that there is no violation of fundamental policy. All deviations will be recorded by the Technical Director and reported to the Technical Council at the subsequent Council meeting. These would be used in updating the guidelines.

In general, the purposes of the tenure and other "rules" are to:

- a) Provide consistency in policies affecting all committee members.
- b) Make sure that we have new people continuously moving into positions of leadership in VFS.
- c) Avoid retaining people who do not produce or are not active.

### **Revisions**

It is the responsibility of the Technical Director and the Deputy Technical Directors that Sections I and II of the Guidelines shall be reviewed for revision and updated periodically. The Guidelines may be revised at any time at the discretion of the Technical Director. The Technical Director will normally assign specific portions of the revision to the most appropriate members of the Technical staff. Responsibility and distribution are covered in Section II. Committee Chairs may submit suggestions for revision which must be considered by the Technical Director and reviewed by the Technical Council. All revisions must be approved by a majority of the Technical Council. The guidelines will be disseminated by the headquarters office to all members of the technical staff and VFS officers either separately or as a part of the Officers' and Members' Guide.

## SECTION I – TECHNICAL STAFF

### Technical Director

**Appointment** – Appointed by the President from among candidates proposed by the Technical Council.

**Term** – The Technical Director shall serve a two (2) year appointment.

**Duties** – The Technical Director shall oversee and supervise all technical activities of the Society; chair the Technical Council; appoint the Editor-in-Chief of *The Journal of the American Helicopter Society* (“*Journal*”); appoint the Technical Council’s Deputy Technical Directors and the Forum Chairs; maintain guidelines for the conduct of the technical activities of the Society; and perform such other duties as are necessary and proper to the conduct of the office, or which the Board may from time to time direct. The Technical Director is also a member of the Awards Committee.

### Technical Council

Consists of the following positions as specified in the technical guidelines, reporting to the Technical Director:

- a) Deputy Technical Directors
- b) Journal Editor
- c) Forum Technical Chair, Forum Deputy Technical Chair
- d) Education Committee Chair
- e) Technical Directors Emeritus [Former Technical Directors]
- f) Appointed Members including
  - a. History Committee Chair
  - b. Challenge Committee Chair
  - c. Student Design Competition Chair
  - d. Student Representative
  - e. VFF Selection Committee Chair

**Responsibilities and Duties** – Duties of the standing technical committees and Technical Council shall be as set forth herein and as further amplified in guidelines to be maintained by each committee and Council member for the ongoing conduct for their respective responsibilities. These guidelines are to be updated periodically and filed with the Executive Director and the Technical Programs Director.

The Technical Council and Committees shall maintain the standards of the Society’s technical publications and meetings, organize such meetings, and furnish technical advice and guidance to the Board, Officers and other Committees, and shall solicit material and assistance to this end as well as actually edit the *Journal of the VFS* and other technical publications. Other objectives in keeping with Society objectives may be undertaken by direction of the Board of Directors or a committee established for this guidance.

**Bi-Annual Meeting of Technical Council** – The agenda for the bi-annual meeting of the Technical Council should include but not be limited to:

- a) Introduction of new officers and approval – Technical Director
- b) Report on activities of the Technical Council and the Board of Directors – Technical Director
- c) State of the Society – VFS Executive Director
- d) Highlights of Committee Operations; Forum Activities; Report on any Proposed Technical Meetings – Deputy Technical Directors
- e) Report of Forum Technical Chair
- f) Report of Journal Editor
- g) Report of Education Committee Chair
- h) Report of VFF Selection Committee Chair
- i) Report of Student Activities
- j) Revisions to Guidelines – Technical Director (Deputy Directors)
- k) New Business – Technical Director

**Guideline Revision** – Table II summarizes responsibility for Guideline Revision.

### Technical Council Positions: Responsibilities, Tenure and Appointment

Technical Director – Beyond the responsibilities cited in the Bylaws, the duties of the Technical Director are summarized in the Annual Check List in Section III. He or she is a voting member of the Council, serves a 2-year term and will report

at the bi-annual meeting of the Technical Council on activities of the VFS Board and on recommendations for the technical conduct of the society's business. The position rotates representatives from industry, government and academia to ensure that all sectors of the industry are represented. It is recommended that the Technical Director have previous Technical Council service as Deputy Technical Director, Technical Committee officer, etc. He or she also attends the bi-annual Board of Directors, where he or she is a voting member and reports on the Technical Council business. The Technical Director is responsible for maintaining and updating Section I of these guidelines.

**Technical Council** – The Technical Council is appointed by the Technical Director generally from among senior participants in VFS activities such as previous Technical Directors, Forum Technical Chairs, Journal Editors, Committee Chairs, and Regional Vice-Presidents. The last six (6) Technical Directors automatically serve on the Council as Technical Directors Emeritus. It is desirable but not mandatory that the selected Council represent industry, government and academia active in rotorcraft research and development. All members of the Technical Council must be VFS members in good standing.

The Council is responsible for assisting and advising the Technical Director in the conduct of the technical functions of the Society. The Council also provides an independent auditing body for the monitoring of the technical state of the Society. For the conduct of this function, the senior retiring Technical Director serving his or her final term on the Council provides a critique on the technical state of the Society and other recommendations at the annual meeting of the Technical Council. A written copy of the report is provided to the Board of Directors.

The Technical Council will otherwise assist the Technical Director as may be appropriate, and in particular, will vote on Lichten Award recommendations, technical meeting approval, guideline revisions, and on many ad hoc questions the Technical Director might suggest.

*Journal Editor* – The Journal Editor is a voting member of the Council and is responsible for the technical quality of the VFS *Journal* and will approve and edit papers in accordance with the procedure established in Section III – Journal Editorial Review Process. He or she is appointed by the Technical Director, with recommendation from the sitting Journal Editor-in-Chief and with input from the Executive Director, and serves a 3-year term. He or she will report at the bi-annual meeting of the Technical Council on any problems of the Journal and recommendations for their solution. He or she is responsible for maintaining and updating the Journal's Editors' annual checklist and the Editorial Review Process.

*Deputy Technical Directors* – There are six Deputy Technical Directors (DTDs) defined by the following disciplines:

- a) Aeromechanics
- b) Operations and Product Support
- c) Systems Engineering
- d) Systems Integration
- e) Vehicle Design
- f) Vehicle Integrity

Deputy Technical Directors are voting members of the Council and are responsible for supervising and fostering activity in the current standing committees and subgroups and are appointed by the Technical Director and serve a minimum of 2 years. A DTD should have previously served as member of a Technical Committee and preferably as a Chair or Session Chair. An outgoing DTD is encouraged to provide recommendations for a replacement and should notify the Technical Director of intentions plan to step down prior to the annual Forum meeting and provide recommendations; the Technical Director makes the appointment after considering available candidates.

*Technical Directors Emeritus* – The Technical Directors Emeriti are voting members of the Council and are former Technical Directors who serve as advisors to the Technical Council. The last six (6) Technical Directors will automatically serve on the Council as an Technical Directors Emeritus.

*Forum Technical Chair* – The Forum Technical Chair is a non-voting member of the Council and is responsible to the Executive Director and Technical Programs Director for technical content and administrative management of the Forum technical sessions. The position rotates between industry, government and academia representatives. Guidelines for these tasks are contained in Section III. He or she will report on Forum technical session problems and solutions during the annual meeting of the Technical Council, and is invited to brief the VFS Board of Directors on any challenges, accomplishments or changes that they should be aware of. He or she will maintain and update Section III. He or she is appointed by the Technical Director with concurrence from the Executive Director and Technical Programs Director, and serves a 1-year term.

*Forum Deputy Technical Chair* – The Forum Deputy Chair is a non-voting member of the Council and assists the Forum Technical Chair in carrying out the administration of the annual Forum technical sessions. He or she serves a 1-year term and takes over as Forum Technical Chair. He or she is appointed by the Technical Director with concurrence from the Executive Director and Technical Programs Director and serves a 1-year term.

*Appointed Members* – These members are invited by the Technical Director based on their expertise and background in the vertical flight and are voting members of the Council. They can be used to address underrepresentation of any constituencies on the Technical Council.

*VFF Selection Committee Chair* – The VFF Selection Committee Chair is the most recent former Technical Director and is a non-voting member of the Council. He or she is responsible for overseeing the review and rating of the VFF yearly scholarship applications and forming a review committee with a minimum of four participants from industry and government to assist in the review and rating. The VFF Chair works with the VFS Executive Director on establishing the number and amounts of scholarships — based on the top-level funding allocated — and reports the scholarship results to the Technical Council and VFS headquarters. He or she will also form ad-hoc review group to review and recommend updates to the VFF scholarship application and process when required.

*Education Committee Chair* – The Education Committee Chair oversees the Educational Committee, which recommends policy, plans, promotes and coordinates educational activities and serve as a focal point for educational matters of interest to the Society including secondary, higher and continuing education.

*Student Representative* – The Student Representative is appointed by the Technical Director and is non-voting member of the Council. The student representative should be a full-time student enrolled at an accredited university and studying a technical discipline relevant to vertical flight. Their role on the Council is to represent student interests, ideas or concerns about the industry and how the Society can best represent students.

*Student Design Competition Chair* – The Student Design Competition (SDC) Chair is a non-voting member of the Council and is point of contact for the competition; he or she is responsible for assisting the sponsor and VFS headquarters with the drafting and technical review of the RFP and coordinating the judging entries and scores each year. The SDC objective is to promote student interest in a career in the vertical flight industry, and to provide an opportunity for interested students and industry professionals to meet and interact. The SDC Steering Committee operates under the authority of the VFS Technical Director and Executive Director.

*Challenge Committee Chair* – The Hover Challenge Committee Chair is a non-voting member and is appointed by sponsors of the Challenge (currently Sikorsky Aircraft for the Igor I. Sikorsky 24 Hour Hover Challenge). This person is responsible for the administration and technical data review for the competition. This challenge replaces the previous Igor I. Sikorsky Human Powered Helicopter and the challenge criteria is for hover a heavier-than-air flying machine for 24 hours, while still demonstrating other typical helicopter attributes.

*History Committee Chair* – The History Committee Chair is a non-voting member and his or her purpose is to facilitate the preservation and understanding of vertical flight history.

### **VFS Participation in Industry/Government/Academia**

**Scope** – It is appropriate for the Society to participate in meetings and conferences related to the formulation of standards, criteria, research objectives and requirements for facilities, sponsor forums, support and assist the Vertical Flight Foundation, and encourage and assist related academic endeavors. Such activities may result in the establishment of, or recommendation for, airworthiness, design, test, operating or other standards, or in recommendations concerning research and facility acquisition priorities. The above list is neither all-inclusive nor mandatory.

The procedure for governing such participation is to be guided by the following:

**Approval** – All such participation will be recommended by the Technical Director and approved by the President.

**Participation and Reporting** – With the approval of the President, the Technical Director may request or recommend to the agency, or organization sponsoring the meeting, specific members of the VFS as participants in the conferences, meetings, etc. The recommendation will be based upon the proved competence of the individuals. The appointees will represent the Society, and the affiliation should be acknowledged whenever they make comments during the meeting.

During such representation, freedom of expression is granted by the Society. However, at all times, where comments are made, it is to be stated that views are those of the individual, and that they do not represent the views of the Society.

No re-numeration for such participation will be given by the Society without prior approval of the VFS Board.

A participant, representing the Society, must submit a report to the Technical Director, defining pertinent actions and comments and recommending further action to be taken by the Society. The Technical Director will summarize this report for the Board.

**Findings** – Study recommendations or specific standards may be formulated by the Technical Committees, appointed committees, or ad hoc groups of members.

The standards will be reviewed and/or approved by:

- a) appropriate committee, or a special panel appointed by the President
- b) the Technical Director
- c) the President
- d) the Board of Directors

After Board approval, the standard or study conclusion will be tentatively adopted by the VFS and transmitted to the requesting organization for consideration and promulgation

In the case of standards, six months after transmittal, the standards and the action taken by the standardizing organization will be reviewed. Without specific action to nullify it, the standard will become an official standard of the VFS, and means to encourage its acceptance will be considered by the Board or a special group appointed by the Board.

**Other Actions** – Participation and activities not covered herein may be handled by the President at his discretion. New policy so adopted will be defined and submitted to the Board for approval. The Executive Director will maintain these policy documents.

## SECTION II – TECHNICAL COMMITTEE GUIDELINES

### Purposes of Technical Committees

- a) Provide the VFS membership with timely, high-quality technical information. The dissemination of this information is accomplished through VFS sponsored technical meetings including the Annual Forum and regional technical meetings. The technical committees will:
- b) Solicit, evaluate, and select relevant high quality papers, and assess the technical quality of their presentation at the Annual Forum.
- c) Support the Journal Editor in the selection process for publication of papers.
- d) Offer a center for communication among the various industry and government agencies interested in vertical flight aircraft.
- e) Encourage the use of the VFS as a medium by which the members can and should publish their findings.
- f) Promote technical meetings in their respective areas of interest. Coordinate with and serve as a link between the VFS and other professional societies as requested.
- g) Establish the VFS as an organization to which the government, industry, academia and the general public can look for assistance, direction, and leadership with respect to vertical flight aircraft.
- h) Additionally, the committees should maintain a strong technical organization, providing a training ground for new Society leaders in their respective fields, and maintain adequate historical records.

**Technical Committees** – The Technical Committees and their areas of primary responsibility are given in the charters attached herein.

### Committee Structure

- a) The number of regular committee members, including the Chair(s) and Session Chair(s), should be no less than seven, and generally no more than fifteen.
- b) Committee members must be active, respected practitioners in the field of the Committee. Membership should represent industry, government agencies, academia, and should preferably include at least one non-US member. Membership should be sought primarily to represent all facets of the field, and also to achieve a balanced representation of major organizations.
- c) A person should serve on only one VFS technical committee at a time. Commitment must be obtained from the member and their supporting organization that he or she will be able to attend one committee meeting per year.
- d) All committee members must be members of VFS. A non-member may be proposed for committee appointment, but it must be understood that he or she will join the Society upon accepting appointment.
- e) A member appointment is for two-years. Reappointment subsequent to two-year tenure will be on a yearly basis. The appointment will be made by Committee Chair with the prior concurrence of the Deputy Technical Director.
- f) It is intended that makeup of the committee will include about 60% “old” members (those with greater than one year of service) and 40% “new.”
- g) In addition to the regular members, a maximum of three honorary technical committee members for each committee may be appointed for a period of six years by the Chair. Prior approval of the Technical Director is required. No more than one appointment per Technical Director is required. No more than one appointment per year may be made for each committee. Honorary committee members have full membership privileges and responsibilities on the committee, but may not serve as a Chair.
- h) Retiring Chairs are encouraged to remain on the committee in an ex-officio capacity. To provide historical continuity, a committee Chair may elect to request one or two past Chairs to serve in an ex-officio capacity.
- i) The Chair should provide for a logical successor, preferably experienced committee members, by making sure that at least two qualified members with different affiliations are available.
- j) The Chair appoints his successor with the approval of the Technical Director or the Deputy Technical Director. To avoid concentration of committee Chair within one company or areas, at least two people should be recommended for the Chair. Individuals recommended for the Chair should have demonstrated their ability and willingness to work for the Society, and that their organization will support it. The tenure of Committee Chairs should be overlapped so that half are “old” and half are “new.”
- k) A technical Chair is appointed for a one-year period with reconfirmation by the Deputy Technical Director at the end of the first year. Customarily a second term has been automatic.
- l) The committee Chair appoints a Session Chair and Session Deputy Chair. The Session Chair serves a one to two-year term and the Deputy Session Chair takes over as Session Chair. A Committee Chair can serve as a Session Chair.
- m) The Chair will appoint a Deputy Chair to assist with the committee business and to take over in the case of an emergency. This appointment is for a one-year period with reconfirmation by the Committee Chair at the end of the first year. Customarily a second term is automatic. A Deputy Chair may not succeed himself. Except in special cases, the Deputy Chair should not be from the same company or organization as the Chair. A Deputy

Chair can serve as a Session Chair.

- n) The Deputy Technical Directors are appointed by the Technical Director and serve as a supervisor and Technical Council liaison and assist with fostering activities and membership for each committee.

### **Subcommittees**

- a) With the concurrence of the Deputy Technical Directors, permanent or ad hoc subcommittees may be formed, on request or as directed.
- b) The subcommittee Chair is appointed by the committee Chair with the prior approval of the Deputy Technical Director. The subcommittee Chair reports to the committee Chair. Matters of policy will be cleared with the Deputy Technical Director and the Technical Director prior to action.
- c) A Chair of a committee may not be a member of the subcommittee.
- d) A subcommittee Chair must be a member of the committee.
- e) Other subcommittee members are not required to be members of the committee, but should be encouraged to be VFS members.

**Special Projects** – Technical committees may sponsor special projects upon request of the Technical Director, or the Deputy Director, or on their own initiative. All policy items or projects affecting more than the specific committee (e.g., interrelation to committees, publications, etc.) must be cleared with the Technical Director prior to initiation. Section I, provides guidance on participation on ad hoc studies including standards requiring dissemination of an VFS publication.

**Principal Tasks & Tenure** – The following guidelines should not be seen as the only tasks. New initiatives are encouraged.

### **Committee Chairs [1 to 2-years Tenure]**

- a) Select each year, new committee members, according to the guidelines. Approval is required from the Deputy Technical Director.
- b) Appoint a Forum Session Chair and Deputy Chair each year with the responsibility for organizing the committee's technical papers and session(s) at the yearly VFS Annual Forum, in coordination with the Forum Technical Chair.
- c) Appoint an assessment subcommittee of committee members, with responsibility for assessing the technical quality of the paper presentations at the Annual Forum, and recommends best paper/presentation(s) to the Deputy Technical Director. Guidelines for this evaluation are provided by the Forum Technical Chair and VFS HQ. The subcommittee's recommendations will allow recognition to be given to the leading presenter(s) in the committee's session(s) and the overall best paper within each technical discipline will be assessed by the Technical Director for the Alfred A. Gessow best paper award. It is recommended that the committee's give all presenters feedback on the assessment of their papers.
- d) Evaluate, with the help of his or her committee, the papers presented at technical meetings which may be appropriate for publication in the *VFS Journal*.
- e) Ensure that the interests of the committee are represented when related Regional Technical meetings are being planned. A committee member should be assigned to work actively with the organizing committee of the Technical meeting.
- f) Maintain contact with appropriate Associate Editors of the *Journal* to insure that committee members are involved. Supporting the process of manuscript review should be evenly distributed within the committee.
- g) At the end of the committee Chair's term, propose to the Deputy Technical Director at least two (2) candidate successors to the Committee Chair's position and Forum Session Chair and Deputy Chair.
- h) Inform Deputy Technical Director and VFS HQ of committee officer and roster changes.

### **Committee Deputy Chair [1 to 2-years Tenure]**

- a) Assist the Chair and assume his or her tasks if they are temporarily unavailable.
- b) Assist Chair in any other tasks or duties as requested by the Chair.
- c) Assume responsibility of a Forum Session Chair if necessary at the request of the Chair.

### **Committee Forum Session Chair [1 to 2-years Tenure]**

- a) Responsible for organizing the committee's technical papers and session(s) at the yearly Forum.
- b) Works with the Forum Technical Chair and VFS Technical Programs Chair on all deadlines and tasks related to the Committee's Forum technical papers and sessions.
- c) Runs the Committee's technical sessions during the annual Forum.

### **Committee Forum Session Deputy Chair [1 to 2-years Tenure]**

- a) Assist the Forum Session Chair and assume his or her tasks if they are temporarily unavailable.

- b) Works with the Forum Session Chair organizing the committee's technical papers and session(s) at the yearly Forum.
- c) Assumes responsibility as Forum Session Chair at end of tenure.

Deputy Technical Director [2 to 3-years Tenure]

- a) Initiate and guide the yearly changeover to the new committees. Include the Technical Director and the Editor of the Journal where possible during the Annual Forum, at which time the changeover into the new committees takes place.
- b) Maintain a log of papers presented at technical meetings and their status with respect to evaluation by the technical committees.
- c) Collect and prepare status reports concerning the committees and the subcommittees for the Technical Director.
- d) Deputy Directors are appointed by the Technical Director for a period of 2 to 4 years. It is preferable that a Deputy Director previously served on a technical committee and/or as a Chair or Deputy Chair of a committee.

Committee Members [2 to 3-years Tenure]

- a) Find new papers
- b) Evaluate the technical papers under the direction of the Chair to determine whether they might be appropriate for publication in the *Journal*.
- c) Review manuscripts for the *Journal* as requested by Associate Editors of the *Journal*.
- d) Assume tasks to assist the Chairs in their work, including the organization of a Forum session.

## SECTION III – ANNUAL CHECKLISTS

### Technical Director

#### Technical Director

- June/July:** Following Forum Technical Council meeting, minutes should be distributed and a tickler established on follow-up actions  
Remind Deputy Technical Directors, Regional VP's and Committee Chairs of procedures for submitting Technical Meeting proposals
- September:** Check on items that need to be brought before the Board for Fall meeting  
Send Invitation to Technical Council for Fall Board Meeting  
Forward input on the above to VFS for inclusion in Board Report  
Remind Regional Vice Presidents of Lichten Award Procedures  
Review Nikolsky Nominations as member of the Awards Committee
- October:** Conduct Fall Technical Council Meeting  
Attend Fall Board Meeting and Report on Technical Council
- December:** Review open items for Executive Committee Meeting (EXCOM) in January  
Reminder to Technical Council to consider their nomination for VFS Annual Awards
- January:** Attend EXCOM  
Reminder to Regional Vice-Presidents of Lichten Deadlines  
Initiate Recommendation for new Technical Director
- February:** Review nominations for VFS awards as member of the Awards Committee
- March:** Lichten Award Nominations due to VFS HQ and Technical Director by March 1  
Select Lichten Award Review Committee  
Notify VFS HQ of Lichten Winner(s) by mid-March
- April:** Deadline for following year's Technical Meeting proposals  
Consult with incoming Technical Director  
Prepare Technical Director Report for Forum Board meeting  
Issue Technical Council Meeting Notice to be held during the Forum
- May:** Attend and Administrate the Technical Council Meeting at Forum  
Attend Board Meeting at Forum  
Attend Chair/Session Chair Meeting at Forum  
Attend Technical Committee Best Paper Presentations at Forum

#### Incoming Technical Director

- March:** Incoming Technical Director should be selected and advised.
- April:** Incoming Technical Director must appoint Journal Editor, Forum Chair and Technical Council for the following year.
- May:** Attend the Forum Technical Council Meeting – he or she takes over at the conclusion of this meeting.  
Attend the Forum Board of Directors meeting – as incoming Technical Director he or she is a non-voting attendee.  
He or she also should also attend Committee Chair meetings at the Forum.

#### Deputy Technical Directors (DTD)

- May:** Attend Technical Council Meeting at Forum  
Attend Technical Committee and Chair/Session Chair Meetings at Forum  
Attend Technical Committee Best Paper Presentations at Forum

**May/June:** Inform VFS HQ of Overall Forum Best Paper Selection for DTD Technical Area  
Remind Technical Committees to update Committee Officers/Rosters and Report to VFS HQ  
Thank retiring Committee Chairs/Members  
Welcome new Committee Chairs/Members  
Recommend DTD Replacement to Technical Director

**September:** Remind Technical Committees of Approaching Forum Abstract Deadlines  
Provide DTD Report to Technical Director for Fall Technical Council Meeting

**October:** Attend Fall Technical Council Meeting

**Feb./March:** Remind Technical Committee Session Chairs of Forum Final Paper Deadlines  
Remind Technical Committee Chairs to Schedule Forum Committee Meetings

**April:** Provide DTD Report to Technical Director for Forum Technical Council Meeting  
Remind Committees to Select Forum Best Papers and inform DTD and VFS HQ

**As Required:** Provide guidelines to Committee Chairs.

Journal Editor Review Process

All submitted manuscripts to the *Journal of the American Helicopter Society (JVFS)* are subject to a preliminary review by the Editor-in-Chief. Manuscripts that do not meet the criteria of the *JVFS* or conform to the basic technical standards for publication will be declined.

Manuscripts that pass EIC preliminary review are forwarded onto Associate Editor (AE) in one or more areas of specialty for initial technical review. If the manuscript meets AE technical screening, it is then sent to a team of technical experts for a full peer review. The identities of these reviewers are kept confidential. The author(s) will be provided with technical comments on their paper and will be required to edit their paper in accordance with the review comments to the satisfaction of the Associate Editor. Editorial corrections must also be undertaken at this stage. The AE makes the initial decision to accept or decline the final paper for publication and the EIC makes the final decision on publication.

General information from submitted manuscripts may be collected and analyzed but only to improve the quality of the editorial or peer review process. The full review process takes a minimum of three months but every effort is made to keep the review process to less than six months.

The editor welcomes manuscripts and papers presented at the VFS Annual Forum, VFS Technical Meetings, the European Rotorcraft Forum, and other technical conferences. Papers should report significant information and be written in a style appropriate for an archive publication. Acceptance will be judged on technical quality, relevance and importance of material, interest to reader, and timeliness. Authors may be requested to make revisions in accordance with the reviewers' comments.

Short manuscripts describing important new results of limited scope may be submitted for informal review by the EIC for publication as technical notes. Comments on previous Journal articles as well as opinions on VFS technical or editorial policy are welcome and will be considered.

**Table I**

<b>Position</b>	<b>Tenure</b>	<b>Appointed</b>	<b>Reference</b>
<b>Technical Director</b>	2-years	Appointed by President from candidates proposed by Technical Council	Bylaws: Article V (2) (d) Guidelines: Section I, Technical Staff
<b>Journal Editor</b>	3-years	Appointed by Technical Director from recommendation by sitting EIC and Executive Director	Guidelines: Section I, Technical Staff

<b>Committee Chairs</b>	1-2 years	Appointed by Deputy Technical Director from 2 proposed by retiring Chair	Guidelines: Section II, Technical Committees
<b>Forum Session Chairs</b>	1-2 years	Appointed by Tech Committee Chair	Guideline: Section II, Technical Committees
<b>Committee Members</b>	2-3 years	Appointed by Committee Chair with concurrence of Deputy	Guidelines: Section II, Technical Committees
<b>Deputy Technical Director</b>	2-3 years	Appointed by Technical Director proposed by retiring Deputy Director	Guidelines: Section I, Technical Staff
<b>Subcommittees</b>	1-year	Proposed by anyone. Approved by Tech Director. Ratified by Board.	Guidelines: Section II, Technical Committees
<b>Subcommittee Chair</b>	1-year	Appointed by Committee Chairmen	Guidelines: Section II, Technical Committees
<b>Subcommittee Members</b>	1-year	Appointed by Committee or subcommittee Chairman	None

**Table II**

<b>PORTION</b>	<b>MAINTAINED &amp; REVISED BY</b>	<b>DISTRIBUTED TO</b>
<b>Guidelines: Section I and II</b>	Technical Director Executive Director	Technical Council Committee Chairs Committee Session Chairs
<b>Guidelines, Sect. III</b> <i>Technical Director Annual Checklist</i> <i>Incoming Technical Director Annual Checklist</i> <i>Deputy Technical Directors Annual Checklist</i>	Technical Director Executive Director	Technical Council

## TECHNICAL COMMITTEE CHARTERS

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The Technical Committees and their areas of primary responsibility are given below in the charters attached herein.

### **Acoustics Technical Committee Charter [Drafted 4/98]**

- a) Organize and conduct the Acoustics and Aeroacoustics Sessions at the VFS Forum.
- b) Promote and conduct technical specialists' meetings and workshops in the area of acoustics.
- c) Support the Journal to VFS in the area of acoustics.
- d) Encourage rotorcraft acoustic programs and establish communications of activities in government, industry, and academia.
- e) Promote membership affiliation and communication with other professional societies.
- f) Conduct evaluations and develop recommendations on contemporary special topic acoustic areas by the committee or by subcommittees, as appropriate.

### **Acoustics Technical Committee Bylaws [Drafted 2/1999]**

- a) The balance of the committee should include representation from each of the helicopter companies, with equal (or more) representation from government, an equal (or less) representation from academia, specialized support and consulting industry.
- b) Terms are three-years for membership. One's membership starts a year before the first meeting attended and ends after the third meeting attended.
- c) For the helicopter industry (4 - 6 representatives traditionally) and government members (4 total) NASA and Army reps. from each coast, 1 (FAA/CAA), the outgoing members nominate a successor from its organization and choice(s) are approved by the committee.
- d) For academia and non-helicopter companies, no permanent status to a university or company is given. Nominations are to be equally open to all members. Membership balance with regard to regional and expertise must be considered. I recommend having up to four members from academia. Two (in total) representatives from specialist and/or research companies would appear balanced.
- e) Terms for chair and deputy chair are two years each.
- f) These terms supersede and, thus, may add to whatever term existed or was remaining prior to selection to office.
- g) The leadership posts are traditionally held alternately by representatives from the US helicopter industry and US government (normally NASA and ARMY) on an alternating basis with consideration given to regional balance. (In practice, to keep this balance, the existing Chair and Deputy Chair nominates the new Deputy Chair with approval by the committee.
- h) Normal progression is to step from Deputy Chair to the Chair post. Duties of the membership include, among others
- i) Acoustics Session Chair (and Aeroacoustics Session Chair if needed) is determined by vote. Nominees are generally volunteers. It is traditional for the Deputy Chair to start his term with Session Chair duty.
- j) The Editor of the committee Vertiflite article on Acoustics Highlighted is determined by vote. Nominees are generally volunteers.
- k) Committee minutes are taken by the Deputy Chair or designation person by the Chair.
- l) Best Paper Award selection process is done by the Deputy Chair or designated person by the Chair.

### **Advanced Vertical Flight Technical Committee [Drafted 5/15/06]**

To broaden the vertical flight technology base with emphasis on VSTOL concepts beyond the conventional rotorcraft area, to include rotorcraft concepts such as the tilt wing, stopped rotor and canard rotor wing systems; and non-rotorcraft concepts such as fan-in-wing, lift engines, thrust augmentation devices, lift fans, lift or lift/cruise vectoring nozzles, and attitude (reaction) control systems.

The committee will concentrate on requirements, related emerging and enabling technologies, design, systems integration, testing, operation, and maintenance of such aircraft. The committee will support technical sessions at the VFS Annual Forum and technical meetings, promote educational awareness of VSTOL flight, and encourage nominations for the Paul E. Haueter Award.

### **Aerodynamics Technical Committee Charter [Drafted 3/1999]**

The Aerodynamics Technical Committee of VFS is committed to promoting the broadest dissemination of technical studies that expand the understanding of rotary wing and Vertical/Short Take Off and landing aircraft aerodynamics.

The Committee will accomplish this mission through the conduct of high quality technical sessions held at the VFS Annual Forum, candid dialogue among members at the Committee annual meeting, support of technical specialists' meetings held by regional chapters, contributions to *Vertiflite* articles, editing and review assistance for VFS Journal articles, and active participation on Integrated Technology Teams.

The Committee shall maintain a strong technical organization with a membership representative of the VFS; provide a forum for discussion of issues affecting the VFS and keep adequate historical records. The Committee shall work effectively with the VFS leadership and other VFS committees to foster a strong technical society, and the will interact with other professional societies as appropriate to advocate the advancement of aerodynamics.

### **Aircraft Design Technical Committee Charter**

The Aircraft Design Technical Committee's areas of primary responsibility are to coordinate VFS activities on

- a) overall vertical lift aircraft, subsystem, and component designs
- b) design technology, design criteria and design synthesis
- c) Interdisciplinary design considerations including aeromechanics, structural mechanics, reliability, and safety considerations.

Additionally, the committees should maintain a strong technical organization, providing a training ground for new Society leaders in their respective fields, and maintain adequate historical records.

The committee will provide VFS membership with timely, high-quality, Vertical Lift Aircraft Design Technical information (herein called "Design"). The dissemination of this information is accomplished through the VFS sponsored technical meetings including the Annual Forum and the regional technical meetings.

The committee will:

- a) Solicit, evaluate, and select relevant and high quality papers
- b) Assess the technical quality of "Design" presentations at the Annual Forum, and nominate an author(s) for "Best of Design" presentation
- c) Support the Journal Editor in the selection process for publication of "Design" papers.
- d) Offer a center for communication among the various industry, academia, and government agencies interested in the various aspects of "Design" technical information.
- e) Encourage the use of the VFS as a medium by which the members can and should publish their "Design" findings. Establish the VFS as an organization to which the government, industry, and the general public can look for assistance, direction, and leadership with respect to vertical flight aircraft design.

### **Committee Structure:**

The committee (and the Society as a whole) operates through the dedication of a few volunteers, who see the educational and societal value of contributing to our technical society. An annual committee meeting is generally held in conjunction with the society's annual Forum, and included membership activities as such:

- a) Welcoming of any new, interested members (typically invited by an outgoing member).
- b) Solicitations for officer volunteers, and voting for confirmation

The number of regular committee members, including the Chair, should be no less than seven, and generally no more than fifteen.

- a) Committee members must be active, respected practitioners in the field of the Committee. Membership should be sought primarily to represent all facets of the field, and also to achieve a balanced representation of major organizations.
- b) A person should serve on only one VFS technical committee at a time. Commitment must be obtained from the member and their supporting organization that he or she will be able to attend one committee meeting per year.
- c) All committee members must be members of the Society. A non-member may be proposed for the committee appointment, but it must be understood that he or she will join the Society upon accepting the appointment.
- d) Membership is for two years minimum, with continuance based on interest level, contribution to the committee, and consistent effort to attend annual meetings.
- e) It is intended that make-up of the committee will include 60% "old" members (those with greater than two years of service) and 40% "new."
- f) In addition to the regular members, a maximum of three honorary technical members for each committee may be appointed for a period of six years by the Chair. Prior approval of the Technical Director is required. No more than one appointment per Technical Director is required. No more than one appointment per year may be made for each committee. Honorary members have full membership privileges and responsibilities on the committee, but may not serve as Chair.
- g) Retiring Chairs should not serve on the same committee immediately after their term of office except in an ex-officio capacity. After two years absence from the committee, they may again serve on the committee. To provide historical continuity, a committee Chair may elect to request one or two past Chairs to serve in ex-officio capacity.
- h) The Chair should provide for a logical successor, preferably an experienced committee member, by making sure that at least one qualified member is available and willing to serve.
- i) The committee elects the officers, with the Chair being approved by the Technical Director or the Deputy Director. To avoid concentration of committee Chairs within one company or area, successive chairs should not be from the same organization.
- j) The committee Chair is elected for a one-year period with the reconfirmation by the committee and the Deputy Director at the end of the first year. Customarily a second term has been automatic.

#### Committee Officers:

- a) Committee Chair
  - a. The Committee Chair organizes and leads the annual meeting. That responsibility includes requesting the meeting time (via coordination with VFS headquarters), and inviting members.
  - b. Responsible for coordination of assessing the technical quality of the paper presentation at the Annual Forum. Guidelines for this evaluation are provided by the Forum Technical Chair. The Committee Chair is to appoint at least 5 committee members to review the forum papers and provide an evaluation and ranking. The recommendations will allow recognition to be given to the leading presenters, including nomination(s) as "Best Design", and letter of Thanks. All presenters will receive feedback on the assessment of their papers.
  - c. Ensure that the interests of the committee are represented when a Design-related regional Specialists' meetings is being planned. If requested, a committee member should be solicited and assigned to work actively with the organizing committee of the Specialists' meeting.
  - d. At the end of the Committee Chair's term, propose to the Deputy Director a candidate successor to the Committee Chair's position.
- b) Deputy Chair
  - a. Responsible for taking over the Committee Chair's role and coordination of the VFS Journal "Design" publications.
  - b. Evaluate, with the help of the committee, the papers presented at the technical meetings which may be appropriate for publication in the VFS Journal.
  - c. Maintain contact with the appropriate Associate Editor of the Journal to insure that the committee members are involved and supporting the process of manuscript review for the Journal. The workload associated with the manuscript review should be distributed within the committee.
- c) Secretary
  - a. Publish minutes from Committee meetings.

- b. Maintain and publish committee officers and members address list.
- d) Forum Session Chair
  - a. Prime committee contact for Forum Aircraft Design Session(s). Roles include: modify Call for Papers, if a theme is desired; solicit papers, manage review of abstracts with their Committee members, contact authors, organize presentation session(s) , and conduct session(s).
  - b. Responsible for organizing the design session(s) at the yearly VFS Annual Forum, in coordination with the Forum Technical Chair. A Deputy Session Chair is normally elected/appointed, to assist the Session Chair when there are two Design Technical Sessions planned for the upcoming VFS Forum.
- e) Highlights Editor
  - a. Solicit "Design" highlights from members' organizations for yearly *Vertiflite* Highlights publication. Coordinate with VFS headquarters, and organize/edit information into desired publishing form, as requested.
- f) European Coordinator
  - a. Encourage participation of European rotorcraft organizations in the VFS, particularly on Vertical Lift Aircraft Design areas. Personally solicit papers for the VFS Forum Aircraft Design Session from Design Managers of the major European manufacturers (Westland, Eurocopter, Augusta, etc.) as well as key personnel at R&D labs such as ONERA, DLR, and DERA.
- g) Student Design Competition Coordinator (new)
  - a. The position should rotate with sponsoring company. (The historic order of sponsoring companies has been The Boeing Co, Bell Helicopter Textron, Sikorsky Aircraft Corp., Eurocopter, and AgustaWestland)
  - b. Solicit participation in the competition from ALL universities having faculty and students involved in helicopters. (List includes: Georgia Tech., Penn State, Naval Postgrad., RPI, MIT, University of Maryland, Purdue, Arizona State, UCLA, Technion (Israel). Many of these schools have historically strong programs in helicopters, but have never participated in the competition. Efforts should be made to draw them in).
  - c. Coordinate with the VFS Education Committee, the Student Design Competition RFP and judging of proposals. Effort should be made to work with the Education Committee to include suggestions to modify the competition in order to enhance the educational value.
  - d. Coordinate with the sponsoring company to provide prize awards/money.

### **Avionics and Systems Technical Committee Charter [Drafted 5/1999]**

Avionics and systems enable aircrews to fly helicopters and VTOL aircraft and perform mission functions effectively. These roles are becoming more complex as military missions are increasingly requiring these aircraft to be interconnected within the digital battle space. This interconnectivity is increasing by orders of magnitude, amounts of information and data to be processed and absorbed by the crews. Fortunately, avionics and systems capabilities are also increasing at a phenomenal rate to allow aircrews to cope with increasing workload and mission demands. The primary challenge is to provide increasing capabilities at affordable cost and to reduce operating and support cost of fielded systems.

This technical committee shall strive to further the state-of-the art in avionics and systems by keeping pace with the needs of helicopters and VTOL aircraft aircrews. Areas addressed will include activities associated with the design, development, test, and use of avionics and systems to support basic flight management and the various missions of our unique vertical flight aircraft. Areas addressed will also include cost reduction, use of commercial off the shelf solutions, and specific mission system solutions for both commercial and military use, operational needs and experience, night and adverse weather requirements, and advanced systems. These activities shall be accomplished through high quality technical sessions held at the VFS annual forums, technical specialists' meeting arranged with regional chapters, and soliciting technical papers and activity summaries for publication in the VFS Journal and *Vertiflite* publications.

The avionics and systems technical committee shall maintain a strong technical organization of avionics specialists from equipment suppliers, system integrators, aircraft prime contractors, and both domestic and foreign commercial military users. This committee shall provide training for new society leaders and maintain historical records. The avionics and systems technical committee shall interact effectively with other technical committees within the VFS. The committee shall also coordinate and serve as a link between the VFS and other professional societies as needed.

## **Crew Stations and Human Factors Charter**

This Technical Committee will serve as the focal point for Crew Stations and Human Factors related to technical activity within the American Helicopter Society. The Committee will provide a channel for the collection and distribution of technical information, and it will help to focus industry and Government interests in crew station and human factors technical areas. The Committee will produce a technical session at the annual VFS Forum, promote Technical Meetings, encourage the use of VFS publishing media, and establish the VFS as a provider of technical expertise and leadership to the rotorcraft community and related technical organizations. The Committee will serve as a source of technical information for existing rotorcraft operational environments, human interface technologies and issues that impact human performance and mission success, and associated design analysis tools and methods.

## **Dynamics Technical Committee Charter**

**Mission:** Foster, promote, and enhance technical excellence in the rotorcraft dynamics community, dissemination of information, and advancement in rotorcraft dynamics research and development that lead to advanced analytical modeling, design, structural control, and experimental methodologies; Improvements in rotorcraft dynamics attributes, longer life, and/or lower weight and cost rotorcraft; Increased rotorcraft capabilities and commercial operator and passenger acceptance; and expanded rotorcraft applications and markets.

**Charter:** focus on the following technical areas, rotorcraft attributes, capabilities, and competencies such as:

- a) Structural dynamics, rotor dynamics, and aeroelasticity
- b) Aeromechanical stability and vibration
- c) Physical, computational, and empirical modeling and analysis Experimental data acquisition, signal processing, system ID and validation Structural transfer path analysis
- d) Structural and aeroelastic design optimization Active/passive structural isolation and vibration suppression Active structural and rotor control solutions
- e) Sustain a diverse Committee membership, including representatives of industry, government and academia; Establish and maintain an international presence on the Committee;
- f) Organize and conduct relevant and timely technical meetings and workshops with a minimum schedule of Aeromechanics Specialists' Meeting every four years starting in 2000
- g) Dynamics Specialists' Meeting every four years starting in 2002

Promote and conduct collaborative research programs and multi-year workshops (e.g. Rotor Vibratory Loads Prediction);

Promote, establish, and maintain public domain databases, including a Dynamics Committee web page;

Establish and sustain communications and coordinated activities with other Technical Committees as appropriate;

Promote multi-disciplinary and systems level perspectives;

Promote membership affiliation and communication with other professional societies;

Conduct evaluations and develop recommendations on contemporary special topics in dynamic and aeroelasticity by the committee or by subcommittees, as appropriate;

## **Dynamics Technical Committee Charter**

**Mission:** To foster, promote and enhance technical excellence in the rotorcraft dynamics community, dissemination of information, and advancements in rotorcraft dynamics R&D that lead to: advanced analytical modeling, design, structural control, and experimental methodologies; improvement in rotorcraft dynamic attributes, longer life, and/or lower weight and cost rotorcraft; increased rotorcraft capabilities and commercial operator and passenger acceptance; and expanded rotorcraft applications and markets.

Technical Focus, Capabilities and Competencies:

- a) Structural dynamics, rotor dynamics, and aeroelasticity
- b) Aeromechanical stability and vibration
- c) Physical, computational, and empirical modeling and analysis
- d) Experimental data acquisition, signal processing, system ID and validation
- e) Structural and aeroelastic design optimization
- f) Active/passive structural isolation and vibration suppression

- g) Active structural and rotor control solutions

Charter:

- a) Sustain a diverse T/C membership
- b) Organize high quality Dynamics Sessions
- c) Provide feedback to presenters at VFS Forum
- d) Support the VFS Journal review process to ensure technical excellence
- e) Promote and conduct relevant and timely technical specialists' meeting and workshops Aeromechanics every 4 years.
- f) Dynamics every 4 years.
- g) Establish and maintain public domain databases, including a Dynamics Committee web page
- h) Communicate international activities in industry, government, and academia
- i) Promote multi-disciplinary and systems perspectives
- j) Promote communication with other T/Cs and other professional societies

Dynamics Technical Committee By-Laws

Committee Membership and Term Durations:

- a) The balance of the committee should include representation from each of the US helicopter companies (3-4 representatives traditionally) with similar representation from government, similar representation from academia, limited representation (at least one) from specialized support and consulting industry, and representation from Europe and Asia, Total membership, including Chairperson and Honorary members should not exceed 18, including 3-4 from US helicopter industry, 3-4 from government labs, 3-4 from academia, 1-2 from specialized support and consulting industry, 1-3 from Europe and Asia, and 1-2 honorary members. Membership balance with regard to region, expertise, and member organizations should be considered.
- b) Terms for Chairperson and Deputy Chairperson are two years each. These terms supersede and, thus, may add to whatever term existed or was remaining prior to selection to office.
- c) The leadership posts are traditionally held alternately by representatives from helicopter industry and government on an alternating basis with consideration given to regional balance.
- d) The existing Chair and Deputy Chair nominate the new Deputy Chair, which is accepted by vote of the full Committee.
- e) Normal progression is to step from Deputy Chair to Chair post (note implied four year commitment by individual and organization).
- f) Terms for members are three years. Membership starts a year before the first meeting attended and ends after the third meeting attended. Other duties may require extension of terms, but should not exceed four years, unless duties as Chairperson and/or Deputy Chairperson are assumed. Periodic turnover is seen as healthy for the committee because it
- g) Brings new ideas and energy into the Committee and encourages participation in VFS activities by a larger segment of the dynamics community.
- h) For the helicopter industry and government members, the outgoing members nominate a successor from its organization. Nominations are accepted without vote.
- i) For academia and non-helicopter companies, no permanent status is given to a university or company. Nominations are to be equally open to all members. Traditionally, NRTC Rotorcraft centers of Excellence have had representation. New members are nominated by individual Committee members and accepted by vote of full Committee.
- j) Terms for Session Chairperson and Co-Chairpersons are one year.
- k) Session Chairpersons volunteer and/or nominated by Committee Chairperson and accepted by vote of full Committee. Desirable for Session Co-Chairperson to become Session Chairperson in following year.

## Committee Membership Roles and Responsibilities:

### Chairperson:

- a) Maintain Committee mission statement, charter, bylaws, membership records, and calendar Maintain current list of Committee members and addresses.
- b) Maintain database of Committee member's self-described background and expertise for reference by VFS Journal Dynamics Associate Editors in selecting paper coordinators and reviewers.
- c) Communicate with Committee members as needed.
- d) Nominate Deputy Chairperson.
- e) Solicit volunteers and/or nominate Session Chairperson(s).
- f) Solicit nominations for academia and non-helicopter organizations.
- g) Prepare for and conduct Committee meetings.
- h) Send out Committee meeting announcements.
- i) Prepare Committee meeting agenda(s) Release Committee meeting minutes.
- j) Participate on Sub-committee for Best Paper Review.
- k) Communicate Best Paper and presentation results to VFS Technical Council and Committee members and arrange for plaque(s) to be presented for Best Paper and presentation at Annual Forum.
- l) Communicate results of Journal Quality recommendations to VFS Journal Dynamics Associate Editors.
- m) Provide results of presentation Quality review to Presenters at VFS Forum and Committee members
- n) Write yearly *Vertiflite* Highlights article on the basis of Committee input.
- o) Maintain contact with the Technical Director of VFS and members of the Technical Council Prepare semi-annual Committee reports and communicate to Technical Council.
- p) Represent the Committee in VFS planning processes as required. Coordinate with other Technical Committees as required.
- q) All other responsibilities of regular members.

### Deputy Chairperson:

- a) Take and document Committee meeting minutes.
- b) Assist Chairperson as needed with *Vertiflite* Highlights article.
- c) Assist Chairperson in representing the Committee in VFS planning processes as required.
- d) Assist Chairperson in nominating new Deputy Chairperson.
- e) Participate on Sub-Committee for Best Paper Review.
- f) All other responsibilities of regular members

### Session Chairperson:

- a) Revise Call for Papers for Annual Forum.
- b) Gather Forum paper abstracts, coordinate with other Technical Committee Session Chairpersons to categorize papers and distribute abstracts to the Committee for evaluation.
- c) Select papers based on Committee abstract review and inform authors of selection Organize Dynamics session(s) with Co-Chairpersons.
- d) Monitor progress in paper presentation.
- e) Coordinate with VFS HQ for correct Forum agenda.
- f) Forward written copies of Forum papers to Sub-committee for Best Paper review.
- g) Lead Best Paper review sub-committee and communicate results to Committee Chairperson.
- h) Chair one session at the VFS Forum
- i) All other responsibilities of regular members

### Session Co-Chairperson(s):

- a) Assist, as needed, Session Chairperson with Call for Papers, assessment of abstracts, organization of Dynamics Sessions, and monitoring of papers.
- b) Participate on Best Paper review Sub-committee Chair session at the VFS Forum.
- c) All other responsibilities of regular members.

### Members:

- a) Participate in at least one Committee meeting at Annual Forum (a representative should be sent when direct participation is not possible; non-participating members can have their membership revoked by a review of a subcommittee formed by the Chairperson).
- b) Assist with the evaluation of Forum abstracts.
- c) Assist with the evaluation of presentation quality of presenters in Dynamics Session at VFS Forum.
- d) Assist with the evaluation of VFS Forum dynamic papers for recommendation for publication in the VFS Journal Assist with the evaluation of the technical papers for the Best Paper recommendation (one or volunteers are

desired for participation on review sub-committee).

- e) Assist the Associate Dynamics Editors of the VFS Journal as requested in reviewing and coordinating papers submitted for the publication.
- f) Submit to the Chairperson yearly inputs for the *Vertiflite* Highlight article Participate in Committee Specialists' meetings, workshops, and other activities.
- g) Accept and carry out action items assigned, as appropriate, during Committee meetings Participate in the nomination and selection of new members of the Committee.

### **Handling Qualities Technical Committee Charter**

Handling qualities encompass aircraft characteristics which govern the ease and precision with which a pilot is able to perform tasks in support of an aircraft mission. This includes basic vehicle stability and control/response characteristics and the pilot-cockpit vehicle interface.

The handling qualities technical committee shall strive to advance the state-of-the-art in various technical areas including applications of mathematical modeling to rotorcraft component integration, operational needs and experience, night and adverse weather requirements, and development of advanced flight control system. These activities shall be accomplished through high quality technical sessions held at the VFS annual forums, technical specialists' meetings arranged with regional chapters, and soliciting technical papers and activity summaries for publications in the Journal and *Vertiflite*.

Additionally, the handling qualities technical committee shall maintain a strong technical organization, providing a training ground for new society leaders and maintain adequate historical records. The handling qualities technical committee shall interact effectively with other technical committees with in the VFS. The committee shall also coordinate and serve as a link between the VFS and other professional societies as needed.

### **History Technical Committee Charter**

The purpose of the History Committee is to facilitate the preservation and understanding of vertical flight history. Specifically, the Committee will endeavor:

- a) To assemble a group of specialists in the technologies related to the technical history of gyroplanes, helicopters, and other vertical flight aircraft, and provide a focal point for the Society on vertical flight history.
- b) To facilitate the identification, preservation, and dissemination of key technical historical documents of benefit to the Society and to the community at large.
- c) To formally solicit papers on the history of vertical flight and have them presented them at the Forum, building a unique historical archive on vertical lift aircraft.
- d) To foster, promote and enhance the understanding of the technical history of vertical flight in the Society and between the various technical disciplines.
- e) To advise and help manage the dissemination of historical information regarding the history of vertical flight technology.

Committee Structure: the committee shall meet at least once each year, at the annual Forum, and include such activities as:

- a) welcome any new and/or interested members
- b) solicit officer volunteers and vote for confirmation
- c) discuss progress toward meeting overall Committee goals
- d) discuss progress toward achieving specific Committee projects
- e) discuss potential new projects
- f) discuss and vote on matters of emphasis for the Committee
- g) discuss and vote on areas of application of financial resources

The Committee will consist of at least 7 regular committee members, with no more than 15.

- a) The Committee will seek members who represent all facets of the field, with representation from the major industry, government, and academic organizations.
- b) All Committee members must be members of the Society. A member should serve on only one committee at a time.
- c) Committee members must actively participate in the committee business. Commitment must be obtained from the member and, where applicable, their supporting organization, to actively participate on the Committee and attend the annual Forum if at all possible.
- d) Membership is for a minimum of two years, with continuance based on interest level, contribution to the committee, and consistent effort to attend meetings.

- e) The committee elects the officers, with the Chair being approved by the Technical Director or the Deputy Director. The committee Chair is elected for a one-year period, with reconfirmation by the committee and the Technical Director or the Deputy Director. Typically, the renewal for a second term will be automatic, unless the Chair elects to step down.

The Committee officers will be led by the following officer positions:

- a) Committee Chair, responsible for: organizing and leading the annual meeting, coordination of assessing the technical quality of the History Session papers at the annual Forum, and, at the end of the committee Chair's term, propose to the Deputy Director a candidate successor to the Committee Chair's position.
- b) Deputy Chair, responsible for: taking over the Committee Chair's role if necessary and support the Chair in planning and execution of the Committee responsibilities and activities.
- c) Secretary, responsible for: recording and publishing meeting minutes in a timely manner; maintain and public committee officers and member's contact information.
- d) Forum Session Chair, responsible for: serving as the primary committee contact for the Forum History Session(s). Roles include drafting the Call for Papers, solicit papers, manage review of abstracts with the committee members, contact authors, organize presentation session(s) and conduct session(s).
- e) The Committee will appoint such sub-committee members as required for specific projects.

### **Manufacturing Technology and Processing Charter**

- a) Sustain a diverse Committee membership with balanced representation of industry, government, and academia.
- b) Organize and conduct high-quality Manufacturing Technology and Processing Sessions at the annual VFS forums
- c) Support the VFS Journal review process to ensure technical excellence in Manufacturing Technology and Processing areas
- d) Promote and conduct relevant and timely technical specialists' meetings and workshops
- e) Promote and conduct collaborative research programs and multi-year workshops
- f) Promote and sustain communication and coordinated activities with other Technical Committees as appropriate
- g) Promote membership affiliation and communication with other professional societies

### **Modeling and Simulation Technical Committee Charter**

Mission Statement: the Modeling and Simulation Committee provides focus on the use of virtual and constructive simulation in support of rotorcraft engineering design, test and evaluation, military doctrine development and aircrew training. The primary orientation of the committee is toward effective scientific and engineering application of these simulation types as opposed to facilities, per se.

Today, simulations can be presented in a virtual reality environment, on motion platforms, desktop workstations, or in portable containers and can be networked interactively with other simulations and live events. State-of-the-art computers are capable of simulating aircraft components, sensors and systems to a high level of fidelity. They can provide realistic out-the-window and sensor imagery. Sophisticated algorithms can be incorporated to simulate operational conditions that pilots and crew might encounter. Simulation applications in the areas of handling qualities, flight controls, pilot vehicle interface, armament, crew training, operations analysis, and the development of tactics, techniques and procedures for military operations are becoming routine as a part of design and development.

The Modeling and Simulation technical committee shall strive to provide a forum for the continued use of simulation in the aircraft life cycle and to allow a means of demonstrating its application in reducing the cost of design and development.

The activities of the Modeling and Simulation Committee shall be accomplished by conducting high quality technical sessions at the VFS annual forums and technical specialists' meetings.

The committee shall solicit its membership from a broad base of simulation users/developers in both the military and industry.

The committee shall hold, at least annually, a membership meeting to review yearly accomplishments and discuss future application of simulation in reducing rotorcraft development costs.

The committee shall interact effectively with other technical committees within the VFS in order to understand the needs of these other technical disciplines and define potential areas for future simulation application.

The committee shall also coordinate and serve as a link between the VFS and other professional societies.

### **Operations Technical Committee Charter**

The Operations Committee will serve as the VFS focal point for addressing manned and unmanned applications of rotorcraft and powered lift aircraft in military, civil and paramilitary operations.

The Committee will provide a channel for the collection and distribution of operational and technical information and will help focus industry and Government modeling, simulation, and technological solutions, including promising emerging technologies, to operational challenges in mission areas to include attack/assault, reconnaissance, command and control, vertical employment, anti-submarine warfare, heavy lift, search and rescue, offshore oil support, aircraft medical services, scheduled passenger transport, aerial application, human external cargo, law enforcement, and electronic news gathering.

The committee will conduct a technical session at the annual VFS forum, promote regional technical meetings, encourage the use of VFS publishing media, and establish the VFS as the provider of technical expertise and leadership to the rotorcraft community and related technical organizations.

The committee will serve as a forum for modeling, simulation, and technical information for rotorcraft operational and technological solutions in the following areas:

- a) Concepts of Operations
- b) Tactics/Techniques
- c) Tools/Technologies and Methodologies
- d) Rotorcraft Survivability/Vulnerability Analysis
- e) Electronic Decision Aiding to Operations
- f) Command/Control/Communications Techniques
- g) Intelligence/Data Gathering Applications
- h) Manned and Unmanned Teaming Applications
- i) Supportability Techniques
- j) Extreme Weather Operations Techniques

The committee shall solicit its membership from a broad base of users and developers from the industry, military/government, and academia.

### **Product Support Committee Charter**

To influence the industry to implement product support enhancements, by recognizing the diversity of requirements in new and existing fleets.

The Committee will promote compatible design concepts that will contribute to the operators' supportability, safety and economy of operation.

### **Propulsion Technical Committee Charter**

The Propulsion Committee charter is to emphasize and further the advancement of propulsion technology for vertical flight and foster its useful application throughout the industry with a focus on airworthiness safety. This includes technology for power plant and power transmission design and criteria including their interaction, airframe interface, performance, operational environment, related accessories, and subsystems (including APU's starting systems, fuel systems, hydraulic systems, pneumatic systems, etc.).

The Propulsion Committee places primary emphasis on the areas of the thermodynamics, internal aerodynamics, dynamics, control systems, drive system technology, propulsion systems performance and operational characteristics, EHUMS, reduction of operating costs, weight or maintenance requirements, installation concepts, environmental requirements, and integrated control systems including simulation uses to enhance propulsion systems. These activities will be furthered through high quality technical sessions held at the VFS annual forums, technical specialists' meetings, and technical papers and activity summaries prepared for publication in the Journal and *Vertiflite*.

Additionally, the Propulsion Committee will maintain a strong technical organization, providing a training ground for new society leaders and maintain adequate historical records. The committee will also coordinate and serve as a link between the VFS and other professional societies as needed.

## **Safety Committee Charter**

The VFS Safety Technical committee is created to increase the emphasis of safety in all technologies that are integral to the design/operation of a helicopter. Safety is to be considered both at the component reliability level and integrally at the level of the helicopter and its operations. The aim is to substantially increase the safe operation of the helicopter and increased survivability of its occupants in the event of an unsafe situation.

The committee will study the application and benefits of technology in order to negate the safety critical hazards to commercial, private and military rotorcraft in worldwide operations. The VFS Safety technical committee will also coordinate the IHST initiatives and mitigation strategies within the VFS Technical committees and promote the development of suitable technologies.

Members: Membership to include a small group of “core” members and liaison members from the other VFS TCs.

## **Structures & Materials Technical Committee Charter [Drafted 2/2005]**

The Structures & Materials Technical Committee should strive to satisfy the technical, educational, informational, and advocacy needs of the structures and materials community with interest in rotorcraft flight. The helicopter structure provides the platform that supports all systems necessary for aircraft performance. The helicopter structure should, therefore, be designed such that the pilot can successfully perform the aircraft’s mission. The designed-in capabilities of the structure should assure readiness of the aircraft.

The Structures & Materials Technical Committee (S&M TC) shall strive to advance the state-of-the-art in all technical areas of structural analysis and materials. The technical areas shall not only include the behavior of materials and the fundamental methods of structural analysis but will also include the advances in these fields. Advances in the methods of analysis, for example, will include improved accuracy and faster turn-around times through the use of advanced engineering and computing resources. Advances in materials, for example, shall include comprehensive documentation of the material behavior pertinent to the rotorcraft industry. The use of resources, such as, large-model visualization and integrating the interaction of multi-disciplines, should be encouraged to enhance concurrent engineering within the Integrated Product and Process Development process. The goals of advances in structural and materials should be directed towards rapidly producing a lighter, more capable quality product less expensively.

These activities will be coordinated through the organs of the VFS. Technical sessions and technical specialists’ meetings will be arranged to foster advancement and interest at international, national, and regional levels. In addition, technical papers will be solicited for the Journal and *Vertiflite* to encourage the above goals.

The Structures & Materials Technical Committee shall maintain a strong technical organization, provide the training ground for upcoming Society leaders, and maintain historical records of its activities. The S&M TC shall interact constructively with other technical committees within the VFS to further the Society’s goals. Lastly, S&M TC shall be a link between VFS and other professional societies for all structures and materials activities.

## **Fatigue and Damage Subcommittee Charter**

The main purpose of this subcommittee is to foster the advancement of the technologies of fatigue and damage tolerance in rotorcraft design. This is primarily accomplished in two ways. First, the subcommittee offers a forum for discussing the current issues involved in these two technologies and provides a means of keeping open communication amongst the subcommittee members and the rotorcraft community in general. Second, the subcommittee seeks to investigate and clarify the details involved in making these technologies successful through member participation in round-robin technical problems.

## **Systems Engineering Technical Committee Charter [Drafted 5/2010]**

Mission Statement: to foster, promote, and enhance systems engineering technical excellence in the rotorcraft community through dissemination of information and providing integrated solutions across the rotorcraft system life cycle.

The charter of the VFS Systems Engineering (SE) Technical Committee is to:

- a) Promote a unified understanding of SE through VFS.
- b) Cooperate with the rotorcraft community on common SE interests.

- c) Educate the rotorcraft community about SE best practices.
- d) Focus areas include product, process application, technology, & integration; life time learning and career promotion and development within the aerospace systems engineering community
- e) The committee will promote SE through professional development, webinar tutorials, consulting, and the organization and development of technical sessions for VFS conferences.
- f) The technical committee will collaborate with the other VFS Technical Committees and other societies' technical committees in areas of mutual interest in order to promote product, technology, and process application; life time learning and career promotion and development.

Additional areas of responsibility include but not limited to:

- a) Planning agendas
- b) Selecting technical session topics
- c) Soliciting speakers and authors for applicable focus areas
- d) Reviewing and evaluating papers to be presented
- e) Choosing technical session chairpersons
- f) Selecting award recipients

The Systems Engineering Technical Committee will recruit and maintain active members with representation from the rotorcraft industry as well as others, academia, Department of Defense (DoD), and National Aeronautics and Space Administration (NASA) organizations. The members are expected to have the full support of their organization.

### **Test & Evaluation Technical Committee Charter**

Mission: the Test and Evaluation Technical Committee's areas of primary responsibility are to coordinate VFS activities of all operational aspects such as availability, survivability, economics, interdisciplinary tests and procedures for aircrafts and components being small scale, full scale or simulation.

Charter:

- a) Maintain a strong technical organization.
- b) Sustain a diverse Committee membership including representatives of industry, government and academia.
- c) Organize high quality Forum sessions.
- d) Organize and conduct relevant Technical Specialist meetings.
- e) Support the VFS Journal to ensure technical excellence.
- f) Promote communication with other Technical Committees and other professional societies.
- g) Promote membership affiliation.
- h) Establish the VFS as an organization to which the government, industry, and the general public can look for assistance, direction, and leadership with respect to vertical flight aircraft design.

Committee Structure: the committee operates through the dedication of volunteers and should include representation from industry, government and academia. An annual committee meeting is held generally in conjunction with the Society Annual Forum.

- a) The number of regular committee members should be no more than 16, including the Chair.
- b) Membership should achieve a balanced representation of the active organizations, industry, academia and government.
- c) All Committee members should be members of the VFS.
- d) Membership is for three years. The term could be extended if the member is elected / nominated as a Committee Officer.
- e) The Committee members should be active and recognized professionals in the field of the Committee.
- f) Commitment should be obtained from the members and their supporting organization that the member will be able to participate at one committee meeting a year.
- g) Periodic turnover is encouraged in order to bring new energy and ideas and to promote and encourage participation into the VFS activities.
- h) The committee elects the officers with the Chair being approved by the Technical Director.
- i)

### **Committee Officers**

Chair: terms for Chair are two years.

- a) The Chair position should be held alternatively by representatives from the helicopter industry, government and academia.
- b) The Chair should provide a successor, preferably an experienced committee member and should ensure that at least one member is willing to serve.
- c) The Chair and the Deputy Chair nominate the new Deputy Chair.
- d) The Deputy Chair will normally progress to the Chair position.

Chair Roles and Responsibilities:

- a) The Committee Chair organizes and leads the annual meeting.
- b) Communicates with Committee members as required.
- c) Nominates Deputy Chair.
- d) Solicits volunteer or nominates Session Chair.
- e) Prepares Committee agenda.
- f) Communicates Best Paper and Presentation results to the Technical Director.
- g) Solicits papers for presentation to the yearly *Vertiflite*.
- h) Represents the Committee in VFS planning process.
- i) Coordinate with other Committee Chairs.

Deputy Chair: terms for Deputy Chair are two years.

- a) Progresses to the position of Chair.
- b) Assists the Chair to nominate the next Deputy Chair

Deputy Chair Roles and Responsibilities

- a) The Deputy Chair takes Committee meetings minutes.
- b) With the participation of the Committee members evaluates the papers presented as potentials for publication in the VFS Journal.
- c) Maintains contacts and assists the Chair as needed with *Vertiflite* articles.
- d) Assist the Chair with the preparation of the next Committee meeting.
- e) Serves as the Committee Secretary.

Session Chair: term for Session Chairs is one year.

- a) Session Chair volunteer or are nominated by Committee Chair and then approved by the Committee.
- b) If more than one session planned may suggest to the Committee Chair to nominate a Session Co-Chair

Session Chair Roles and Responsibilities:

- a) Revises and publishes the Call for Papers for the Annual Forum.
- b) Responsible for gathering the paper abstracts and coordinating the distribution to the Committee members for review.
- c) Selects the papers based on Committee review and informs the authors.
- d) Monitors final papers presentation.
- e) Chairs the Technical sessions.

Committee Members: terms for Members are three years.

Committee Members Roles and Responsibilities:

- a) Participate in one Committee meeting at the Annual Forum.
- b) Evaluate the Papers presentation.
- c) Submits to the Chair information to be presented in the *Vertiflite*.
- d) Participate in workshops, Technical meetings.
- e) Participates in the nomination and election of new members of the Committee.

**Unmanned VTOL Aircraft and Rotorcraft Technical Committee Charter**

**Background:** Uninhabited Aerial Vehicles and the associated field of intelligent robotic systems are becoming an integral element of the military and hold promise for many civil applications as well. The U.S. Congress, the Administration and the DoD have stated the intent to progressively transform to a force structure with a large component of UAVs in the execution of operational and intelligence collection operations. Other nations are also planning significant expansion into this area of technology. Currently the international budget for these systems is over \$2B and growing rapidly. In the future there is likelihood that certain classes of manned aircraft will also have alternative UAV modes of operation. The VFS held a special UAV session at the 2001 Forum with outstanding participation, including significant international participation.

Although there is an Association for Unmanned Vehicle Systems International and a European Uninhabited Vehicle Systems annual meeting, these groups are very broad-based and do not represent the special technical interests of the VFS community.

Charter Statement: the committee will focus on those aspects of UAV vertical flight technology that are unique to these types of systems, with the major emphasis on the emerging field of intelligent semi-autonomy and interoperability with manned systems. Other UAV-unique technologies associated with performance, sensors and payloads, reliability and robustness, operability and survivability will also be considered.

Technical Scope: the committee seeks to focus on new technologies for UAV systems with a balanced consideration for five broad areas of capability:

- a) **Autonomy and Operability:** for minimum operator intervention except when the situation requires for mission-related reasons and to minimize the level of operator training.
- b) **Reliability and Robustness:** to achieve increased air vehicle operability and affordability by system improvements to significantly reduce air vehicle loss rates
- c) **Payloads, Sensors and Data Links:** to enable a wide range of missions and concepts of operation in instrument meteorological conditions.
- d) **Performance:** to permit the greatest degree of mission flexibility in terms of range, endurance, payload, speed and altitude.
- e) **Survivability:** for military systems

The Unmanned VTOL Aircraft & Rotorcraft Committee will act as the technical focal point for developments in these areas. It will address UAV-unique aspects in areas such as innovative system design (including ground control elements and networking) , UAV unique sensors and payloads, sensor exploitation and perception, situational awareness and understanding, intelligent semi-autonomous avionic systems, task and goal based decision making technologies including emerging multi-layer architectures, all-electric flight controls, obstacle and aircraft sensing and avoidance, threat detection sensing and avoidance, combined manned-unmanned operations, airspace operations, safety, reliability, and testing. Advances in the more traditional technology areas of aerodynamics, structures, materials, dynamics, propulsion and drive systems, acoustics, etc., will either be referred to the standing committees or incorporated within this committee as appropriate.

Call for Papers: The Society is forming a new Unmanned VTOL Aircraft & Rotorcraft Committee to increase focus on those UAV-unique technologies that are shaping the future of both military and civil aerospace. Technical papers are solicited that address subjects unique to these types of systems, with the major emphasis on the emerging field of intelligent semi-autonomy and interoperability with manned systems. Other UAV-unique subjects associated with performance, sensors and payloads, reliability and robustness, operability and survivability will also be considered.