

## The VFS Executive Director

Updated Jan. 2, 2023

### I. Authorization from the Bylaws (verbatim):

**Appointment** – The Executive Committee shall appoint the Executive Director.

**Term** – The term of the Executive Director shall be indefinite, subject to termination by either party upon written notice to the other, stating when (not less than sixty days thereafter) such termination shall be effective.

**Duties** – The Executive Director shall manage the day-to-day affairs of the Society in accordance with the job description provided by the Board [below]; shall have the authority to maintain a professional AHS Headquarters staff (including establishing positions, hiring, setting compensation, discharging, and otherwise managing); attend all meetings of the Board and the Executive Committee, unless specifically instructed by the Board not to attend, but shall not have the right to vote; affirmatively assert, at any meeting of the Board or Executive Committee, any rule or principle set forth in these bylaws to guide any Director, the Board, and other properly constituted agents of the Society; serve as an ex-officio, non-voting member of all committees; record all votes, actions and the minutes of all proceedings of the Board, the Executive Committee, and any other committees when required; give, or cause to be given, notice of all meetings of the Board; maintain custody of the corporate funds and securities of the Society; keep full and accurate accounts of receipts and disbursements of the Society; deposit all monies and other valuables in the name and to the credit of the Society into depositories designated by the Board; disburse the funds of the Society as ordered by the Board or the President; prepare annual financial statements or at such other intervals as the Board or the President shall direct; and perform such other duties as are necessary and proper to the conduct of his or her office, or which the Board may from time to time direct.

### II. Responsibilities and Duties:

Beyond the authority cited in the Bylaws, the responsibilities and duties of the Executive Director are summarized as follows:

1. Execute the Mission and Vision of VFS, while maintaining and improving the financial health of the Society.
2. Provide leadership of the international vertical flight technical community.
3. Manage the VFS headquarters and supervise the staff.
4. Maintain and increase individual, corporate and educational membership in the Society. Seek out underserved segments of the vertical flight community (e.g., non-US companies, universities and agencies) for membership growth opportunities.
5. Support the international vertical flight technical workforce in industry, academia and government, including initiatives to grow the workforce size (e.g., inclusion and diversity) and capabilities, such as professional development, training and networking.

6. Represent VFS before industry, operators, government, other organizations and media to:
  - a. Maintain awareness of the vertical flight industry status concerning employment, financial health, regulations and technical advancements.
  - b. Maintain awareness and serve as a catalyst for technological advancements in vertical flight aircraft, including for safety, cost savings, new missions, improved reliability, reduced environmental impact (e.g., noise, emissions and fuel consumption), and improved sustainability.
  - c. Maintain awareness and work to support initiatives relating to legislation affecting vertical flight aircraft, including national, state and local governments, as well as with international organizations and foreign governments, to the extent feasible.
7. Provide leadership in conceiving, coordinating and executing (in cooperation with other organizations, when appropriate) new programs to enhance the state of the international vertical flight aircraft industry, to promote technical advancements, regulatory improvements and industry image enhancement.
8. Improve Society communications and publications, including social media, *Vertiflite*, *The Journal of the AHS*, *Annual Forum Proceedings*, technical meetings proceedings, sale of technical papers, and the announcement of special events and activities to the membership.
9. Serve as General Chair of the Annual Forum & Technology Display, including overseeing program coordination, sale of exhibit space and sponsorships, and meeting arrangements.
10. Support international technical activities, background and interest necessary to:
  - a. Coordinate staff support of the technical activities of the Society — including assistance to the technical committees, the editor-in-chief of *The Journal of the AHS* and the Technical Director — in the planning, advertising and execution of the Society's program of Forum technical sessions, technical meetings and *The Journal*.
  - b. Provide assistance to the local chapters around the world with mailings (print and/or online), *Vertiflite* announcements, local news and checklists for local planning. Encourage chapters to expand their membership base, especially through outreach to local companies, universities and other organizations expanding into vertical flight.
  - c. Maintain an accurate Society roster and record of activities, including award recipients.
  - d. Provide continuity between Society administration in advising the Board on matters of previous experience and policy, keep prior recommendations and starts before the Board; maintain, update, disseminate guidelines for officers and committee Chairs; maintain and disseminate publication standards.
  - e. Provide student resources and affiliated activities with other associations and technical societies with a common interest, including for university students (e.g., Student Design Competition) and pre-college science, technology, engineering and mathematics (STEM) outreach.
  - f. Maintain a vertical flight technical library service (online).