



2012-2013 AIAA Officer Descriptions

1.1 Offices

There are six offices in the student branch organization: Chairman, External Vice President, Internal Vice President, Event Execution, Treasurer, and Public Relations.

1.2 Chairman

1.2.1 Associated Tasks

- Event coordination/management
- Facilitate communication between officers
- Host and organize officer meetings
- Host meetings/events
- Compile annual report
- Liaison to MAE department and HSSEAS
- Liaison to other student groups
- Talk to/recruit students
- Write up meeting reports

1.2.2 Description

The office of the chairman is executive head of the entire organization. It contains only one position, that of the chairman. Responsibilities associated with the chairman position revolve around maintaining smooth operation of the branch by its officers and acting as the figurehead for the organization. Facilitating communication between officers is the primary responsibility of the chairman. The chairman also must make sure that everyone is “on the same page.” This happens mostly during officer meetings which need to be arranged and organized by the chairman. This duty involves creating an agenda for the officer meeting and adhering to it. The chairman is also in charge of constructing meeting reports corresponding to the officer meetings they arrange as well as all associated tasks listed above.



1.3 External Vice President (External Affairs)

1.3.1 Associated Tasks

- Event hunter
- Liaison to companies
- Liaison to alumni
- Maintain contact list
- Email updates to members

1.3.2 Description

The External Affairs office deals with the task of contacting industry and alumni. It requires one to two people. The position's primary responsibility is to communicate with industry and alumni in setting up events. As such, the External Affairs officers are a company's primary contact point into the organization. This office is also in charge of obtaining new contacts, establishing relationships with companies, and facilitating planning of events with industry. A corollary to these responsibilities is the need to maintain a list of contacts. This list needs to persist across branch administrations in order to maintain the organization's health. It is the responsibility of the External Affairs office to maintain and expand this list.



1.4 Internal Vice President (Internal Affairs)

1.4.1 Associated Tasks

- Talk to/recruit students
- Write up news clips on events/achievements
- Compile and maintain project information
- Branch liaison to projects
- Take photos of events
- Social event coordination
- Email updates to members

1.4.2 Description

The office of Internal Affairs is in charge of coordinating social events, maintaining historical information about branch activities, compiling information about project activities, taking photos of events, and using this information to promote the organization. Only one or two people are expected to occupy this office. The primary responsibility is to create a historical record of the organization's activities. This involves writing a small news blurb about each event held by the branch with some of them expanded into larger news stories. The secondary responsibility of this office is to organize social events which will bring the branch members together. It is important to bring the branch members together at least once per quarter in an atmosphere outside of project meetings and technical talks and it is the role of the Internal Affairs office to plan and coordinate activities including but not limited to barbecues, movie nights, ice cream socials, or board game nights.



1.5 Event Execution

1.5.1 Associated Tasks

- Reserve a room/location for events
- Obtain parking for guests
- Get food/drinks for events
- Create sign in sheet
- Maintain sign in sheet during events
- Design flyers
- Post flyers
- Come up with advertising ideas

1.5.2 Description

The event execution office is the heart of the student branch. This office takes care of the work involved with actually hosting the events and it is expected to be occupied by two or three officers. The work involved must be planned ahead properly to be executed well. This position includes reserving parking for guest speakers and recruiters, securing a location, advertisement, creating a sign in sheet and acquiring food and drinks for the events. This office is also in charge of setting up before and cleaning up after the events and therefore is required to stay for the entirety of the event.



1.6 Treasurer

1.6.1 Associated Tasks

- Track branch finances
- Track project finances (if asked to)
- Submit financial documents to accounting
- Liaison to accounting
- Obtain branch funding

1.6.2 Description

The office of the treasurer is expected to be occupied by one person. The primary responsibility of this office involves tracking and managing branch finances and, if asked to by project managers, project finances as well. The treasurer is also expected to take care of filling out and submitting reimbursements (travel and expense) and purchase orders for the branch. An important responsibility of the treasurer is to actively seek funds for the branch. This involves creating a sponsorship proposal for the branch and submitting it to possible funding sources. The treasurer is also expected to actively pursue sponsorship. This involves keeping in touch with industry contacts in regards to funding and maintaining a clear picture of funding deadlines and such.



1.7 Public Relations

1.7.1 Associated Tasks

- Maintain/develop website
- Update event calendar
- Update website
- Manage Facebook group (or other social networking sites)
- Maintain bulletin board
- Manage the listserv
- Manage branch member list

1.7.2 Description

The public relations office, occupied by one person, is in charge of all contact points with students. These contact points include the branch website (<http://aiaa.seas.ucla.edu/>), event calendar, Facebook group, and Boelter Hall bulletin board. This office also acts as webmaster of the branch website, leading to the responsibilities of developing, updating, and maintaining the branch website. Related to this task is the management of the listserv members such as adding and removing emails to or from the list upon request. Being the manager of the listserv also entails managing the branch members list.