

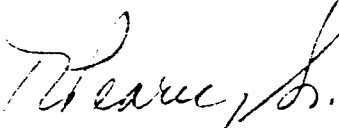
VHPA LEADERSHIP JOB DESCRIPTIONS

The following job descriptions for various VHPA leadership positions were prepared for Executive Council review and approval on 1 June 1991.

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Respectfully submitted:



T L Percy, Sr.
Senior Member at Large
1991

JOB DESCRIPTION - DATA BASE COMMITTEE CHAIRMAN

The Data Base Committee Chairman is responsible to manage and execute the committee's charter. The VHPA Executive Council defines the Data Base Committee charter as follows:

1.) To serve as the focal point for ideas and programs to further the objectives of VHPA by the use of data. Data in this context means information of the following nature:

- Membership and potential membership (such as name, mailing address, phone numbers, flight class, dates and unit for tours in Southeast Asia, and current occupation).

- Deceased individuals that once flew helicopters in Southeast Asia (such as name, flight class, dates and units for tours, date and cause of death, and Vietnam War Memorial Wall coordinates).

- The radio callsigns used by Southeast Asian helicopter units during the Vietnam war era (such as callsign, unit, years the callsign was used and locations where the callsign was used).

- Helicopter unit and flight school class rosters (such as name, rank, document description, unit or class name).

- Attendance records for VHPA reunions (such as name, VHPA member number, home address and wife's /friend's name).

Data specifically excluded from this context would be information related to VHPA financial activities and to VHPA Executive Council activities.

2.) To use dBASE III as the standard data base management software for VHPA. To protect a common field, namely DIRSORT, so that all VHPA personnel data bases can be merged as necessary.

3.) To be completely responsible for the maintenance of the DEADKIA (deceased helicopter pilots) and CALLSIGN data bases plus other data bases as jointly agreed to by the Committee Chairman and the Secretary/Treasurer.

4.) To audit the coding of specific fields within the VMEMBER data base maintained by the VHPA management Company (PAI); specifically, the DIRSORT, CLASS, and tour of duty fields. This is done by reviewing the various forms submitted by members and potential members against the coded data entered by the PAI staff; then reporting discrepancies to PAI for correction. Should PAI not follow the Committee's instructions, then the Committee is to notify the Secretary/Treasurer or the President will follow up with the management company as necessary.

5.) To prepare and submit to the VHPA Secretary/Treasurer quarterly status reports covering Committee activities.

6.) To submit budget requests when funds are needed to the VHPA Secretary/Treasurer and insure the Committee's activities remain within the allocated budget. Such requests can take the form of an annual budget if the Committee Chairman desires.

7.) To recruit additional VHPA members to serve on the Committee at the discretion of the Committee Chairman.

8.) To establish a new VHPA data base(s) for helicopter flight class rosters and for aviation unit rosters or orders.

In addition to the Committee's charter activities, the Committee Chairman and the Committee member(s) responsible for the DEADKIA and CALLSIGN databases also serves as a member of the Directory Committee.

JOB DESCRIPTION - DIRECTORY COMMITTEE CHAIRMAN

The Directory Committee Chairman is the Directory Editor and is responsible for the production and distribution of the Directory for the Association. The current VHPA Management Company (PAI) contract calls for PAI staffers to perform most of the production and distribution functions. Additional guidelines and schedules that relate to the Directory Editor are found in the main body of the current PAI contract and in Appendix G of the VHPA Standing Operating Procedures. The Directory Editor's primary duties are to screen, select and edit the materials for and the layout offered by PAI.

The Committee Chairman can use his own discretion to select other VHPA members and PAI staff members to serve on his committee and to be Assistant Editors. Currently, the Data Base Committee Chairman and Committee member(s) responsible for the DEADKIA and CALLSIGNS databases also serve as a member of the Directory Committee.

The Committee Chairman will submit all requests for fund expenditures to the Executive Council and gain their approval prior to any expenditure. Such requests can take the form of an annual budget if the Committee Chairman desires.

The annual "cutoff date" for including material for the Directory will be August 15th unless otherwise directed by the Executive Council. The Committee Chairman is responsible for the gathering of all Directory related materials and for editing them for publication.

Within two months after the Directory is mailed to the general membership, the Committee Chairman will provide the Secretary/Treasurer with a "lessons learned-after action" report concerning the product of the past directory. This report must include a Directory financial statement or budget reconciliation.

JOB DESCRIPTION - HISTORICAL (VHPA) COMMITTEE CHAIRMAN

The Historical (VHPA) Committee Chairman is responsible for the maintenance, preservation and distribution of materials relevant to the history of the Association. "The History Of The VHPA" will contain an annual summary for each year. Each summary will be from 3 to 5 pages in length and contain the names of all individuals holding leadership positions plus a description of the major VHPA events held during the year.

The Historical (VHPA) Committee and the materials under its stewardship will be a resource available to other VHPA organizations.

The Committee Chairman can use his own discretion to select other VHPA members to serve on this Committee.

The Committee Chairman will submit all requests for fund expenditures to the Executive Council and gain their approval prior to any expenditure. Such requests can take the form of an annual budget if the Committee Chairman desires.

The Committee is encouraged to establish and man a display of its materials at the Reunions so these are available to the VHPA membership.

Approved by the Executive Council on May 14, 1989.

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JOB DESCRIPTION - HISTORICAL (VIETNAM ERA) COMMITTEE CHAIRMAN

The Historical (Vietnam Era) Committee Chairman is responsible to manage and execute the committee's charter. The VHPA Executive Council defines the Historical (Vietnam Era) Committee charter as follows:

- 1.) To arouse and develop increased interest in and an improved understanding of the history of the helicopters, helicopter pilots, and helicopter operations that took place in Southeast Asia during the Vietnam Era.
- 2.) To remain alert for new sources of information and to maintain an updated catalog of known organizations and individuals with information and materials of historic interest including: museums, archives, libraries, publications, and aircraft storage and/or salvage yards.
- 3.) To be the focal point for requests from individuals or organizations for historical information from VHPA. To assist and advise VHPA members and approved researchers concerning research, preparing lectures, papers, publications, museum displays, films or other activities that require historical knowledge or the use of historic materials.
- 4.) To recommend to the Executive Council which historic project should be endorsed by VHPA.
- 5.) To provide a resource for other VHPA organizations that require historical material and/or assistance with historical research.
- 6.) To provide input to Reunion Committees for historic related Reunion activities such as memorabilia rooms.
- 7.) To remain current as to the membership's desires for the collection, preservation, presentation, and distribution of historical information including: unit histories, aircraft histories, pilot biographies, and the preservation of historic locations, aircraft, and records.
- 8.) To coordinate any VHPA input for historical accuracy connected with museum displays, publications, and film presentations.
- 9.) To develop an oral history program as an adjunct to the traditional written one.
- 10.) To prepare and submit to the President quarterly status reports covering Committee's activities.

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11.) To submit budget requests when funds are needed to the President and insure the Committee's activities remain within the allocated budget. Such requests can take the form of an annual budget if the Committee Chairman desires.

12.) To recruit additional VHPA members to serve on the Committee at the discretion of the Committee Chairman.

Approved by the Executive Council on May 14, 1989.

Vietnam Helicopter Pilots Association

JOB DESCRIPTION - MEMBERSHIP COMMITTEE CHAIRMAN

The Membership Committee Chairman is responsible to manage and execute the committee's charter. The VHPA Executive Council defines the Membership Committee's charter as follows:

- 1.) To serve as the focal point for ideas and programs to increase and to preserve active membership in VHPA. The term "active member" in this case means a regular VHPA member who's dues are current.
- 2.) To work with the staff of the VHPA Management Company (VMC) to develop and to maintain a VHPA prospective member packet. This packet will be sent to individuals who contact VHPA and request additional information concerning membership.
- 3.) To prepare and submit to the President quarterly status reports covering Committee's activities.
- 4.) To submit budget requests when funds are needed to the President and insure the Committee's activities remain within the allocated budget. Such requests can take the form of an annual budget if the Committee Chairman desires.
- 5.) To recruit additional VHPA members to serve on the Committee at the discretion of the Committee Chairman.

Approved by the Executive Council on May 14, 1989.

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JOB DESCRIPTION - NEWSLETTER COMMITTEE CHAIRMAN

The newsletter Committee Chairman is the Newsletter Editor and is responsible for the production and distribution of the Newsletter for the Association. The current VHPA Management Company (PAI) contract calls for PAI staffers to perform most of the production and distribution functions. Additional guidelines and schedules that relate to the Newsletter Editor are found in the main body of the current PAI contract and in Appendix E of the VHPA Standing Operating Procedures. The Newsletter Editor's primary duties are to screen, select and edit the materials for and the layout offered by PAI.

The Committee Chairman can use his own discretion to select other VHPA members and PAI staff members to serve on this committee and to be Assistant Editors.

The Committee Chairman will submit all requests for fund expenditures to the Executive Council via the President and gain their approval prior to any expenditures. Such requests can take the form of an annual budget if the Committee Chairman desires.

The Committee Chairman is encouraged to provide council to the Executive Council concerning matters related to the Newsletter and/or the Newsletter portions of the PAI contract.

JOB DESCRIPTION - PUBLIC RELATIONS COMMITTEE CHAIRMAN

The Public Relations Committee Chairman is the Public Relations officer for the Association.

The Committee Chairman can use his own discretion to select other VHPA members to serve on this Committee. The use of individuals and organizations outside of VHPA must have prior approval from the President.

The Committee Chairman will submit all requests for fund expenditures to the Executive Council and gain their approval prior to any expenditure. Such requests can take the form of an annual budget if the Committee Chairman desires.

The Committee Chairman works with the President, Executive Director, and the VHPA Management Company (VMC) to increase public awareness of the VHPA and its activities. He insures that all public statements and information releases state the objectives of VHPA and assure that only positive perceptions can be formulated.

The Committee Chairman is responsible for writing, producing, and disseminating an up-to-date press release for major VHPA events and to assist the management company and the membership in publicizing VHPA, its goals and its activities. This will include printed materials for the print media as well as video and audio tape for the electronic media.

The Committee Chairman will advice the Reunion Committee Chairman and/or the President as to the need for and the use of "photo opportunities" and generally assure that the best possible public relations is obtained within the constraints of the Reunion schedule.

Approved by the Executive Council on May 14, 1989.

JOB DESCRIPTION - REUNION COMMITTEE CHAIRMAN

The Reunion Committee Chairman shall plan and coordinate Reunion activities in the best interest of VHPA, utilizing previous experience and data as a basis for his planning. He has the following duties:

- 1.) Coordinate the desires of the Executive Council, especially the President for the Reunion activities.
- 2.) Appoint a Reunion Committee as soon as possible and coordinate all activities with such committee.
- 3.) Obtain all information available from past Reunions, verbal and documented.
- 4.) Compile a budget based upon past Reunion statistics and projected attendance.
- 5.) Utilize the Reunion check list.
- 6.) Negotiate airline and hotel contracts, obtain proposals and present to the President.
- 7.) Update the Executive Council with all Reunion information.
- 8.) Coordinate with the VHPA Management Company (VMC) concerning registration mechanics.
- 9.) Provide the Executive Council an after Reunion follow-up action report.

Since each Reunion has a Reunion Committee Chairman, there can be more than one Reunion Committee Chairman serving in VHPA at any one given time.

Approved by the Executive Council on May 14, 1989.

VHPA Reunion Chairman Check List

- | | |
|--|--|
| 1. Airline Contract | 43. Management Company Requirements |
| 2. Awards | 44. Handicap Requirements |
| 3. Advertisement | 45. PA System Requirements |
| 4. Business Meeting Agenda Printed | 46. Reunion Information Table |
| 5. Banquet Agerda | 47. Computer Requirements (if any) |
| 6. Function Space Requirements | 48. Executive Council Meeting Requirements |
| 7. Guest Speakers | 49. Check List Review with President |
| 8. Banner for Flag | 50. Master Hotel Account |
| 9. Comp room Assignments | 51. Car Rental |
| 10. Child Care | 52. Telephone Requirements |
| 11. Give-a-way Item | 53. Copying Machine Available |
| 12. Hotel Contract | 54. Typewriter Available |
| 13. Dress Requirements | |
| 14. Budget | |
| 15. Entertainment (Band, DJ, etc.) | |
| 16. Outside Activity Options (Bad Weather) | |
| 17. Flag for Banquet | |
| 18. After Reunion Report | |
| 19. Ladies' Gathering | |
| 20. Meals | |
| 21. Memorabilia | |
| 22. Media | |
| 23. Newsletter Articles | |
| 24. Newsletter registration | |
| 25. Newsletter Airline Information | |
| 26. Reunion Schedule | |
| 27. Parking | |
| 28. Pictures | |
| 29. Voting Ballot Printed | |
| 30. VIP Accommodations | |
| 31. Reunion Committee Formed | |
| 32. Registration | |
| 33. Executive Council Reunion Reports | |
| 34. Static Display | |
| 35. Security | |
| 36. Signs | |
| 37. Transportation | |
| 38. Video Requirements | |
| 39. Vendors | |
| 40. Reunion Book | |
| 41. Reunion T-Shirt/Lapel Pin | |
| 42. Certificates of Appreciation | |

Vietnam Helicopter Pilots Association

JOB DESCRIPTION - PAST PRESIDENT

The Past President is an elected officer of VHPA and is a member of the Executive Council.

The Past President's principle duty is to aid in the transition of Presidents. He does this by answering questions that may arise as to the reasons for actions taken during his tenure. He offers advice and counseling to the President thus helping pass along the experience and knowledge gained during each tenure. He acts as a stabilizing factor on the Executive Council by reason of his involvement in the management of VHPA for the two previous years, his knowledge of the management philosophy, and his understanding of the direction the organization is proceeding. Within three months after becoming the Past President, the office holder will provide input to the Historical (VHPA) Committee Chairman covering the past year that he was President.

Approved by the Executive Council on May 14, 1989.

JOB DESCRIPTION - PRESIDENT

The President serves as chairman of the Executive Council and provides leadership and direction to the Association and the Executive Council.

The President is responsible for the financial well being of the Association. The President will be on all signature cards for all Association accounts.

The President appoints and removes committee chairman by making recommendations to the Executive Council which must ratify each action.

The President is responsible for the Reunion and the "Gathering". He is responsible for selecting the Reunion guest speaker.

The President is responsible for setting the date, time, place and agenda for Executive Council meetings.

The President serves on the Scholarship Committee and can appoint one additional person to serve on the Scholarship Committee.

The President writes the "President's Roll Call" column in the Newsletter.

The President must also work with the Vice President and help him be ready to assume the office.

The President signs a contract for and in behalf of the Association only after it has been discussed with and approved by the Executive Council.

Approved by the Executive Council on May 14, 1989.

Vietnam Helicopter Pilots Association

JOB DESCRIPTION - VICE PRESIDENT

The Vice President is an elected officer of VHPA and is a member of the Executive Council.

The Vice President's principle duty is to prepare to become the next President. He does this by working with and seeking advice from the President and Past President. He offers advice and council to the President. He begins to formulate the programs that will characterize his tenure.

The Vice President is responsible for presenting honorariums at the Reunion to any outgoing Executive Council members.

The Vice President is on all signature cards for all Association checking and savings accounts.

Approved by the Executive Council on May 14, 1989.

No change

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JOB DESCRIPTION - SECRETARY/TREASURER

1.) The VHPA CONSTITUTION and BYLAWS, adopted on 1 June 1991, state that the position:

- Is not one of the officers of the VHPA
- Is a member of the Executive Council
- Is appointed by the Executive Council
- Is sustained by the Executive Council as the first order of business at every Executive Council meeting.

- Can vote on the Executive Council ONLY as a tie-breaker.

- Is one of the individuals to whom the Executive Council may delegate authority and functions.

- Is authorized to appoint assistants to facilitate the functions of the office.

2.) The current VHPA Management Company (PAI) contract states:

- That PAI will contact the Secretary/Treasurer and other members of the Executive Council on the 17th of each month if there are deficiencies in the area of VHPA members providing financial statements and other financial documents to PAI so that PAI can produce the monthly financial balance statements for VHPA.

- That PAI will furnish the Secretary/Treasurer with copies of all relevant financial data for income tax purposes.

- That PAI will receive the approval of the President or Secretary/Treasurer before expending any funds for purposes not already budgeted.

3.) Is responsible for coordinating with the President to set the agenda for Executive Council meetings and Annual Business meeting at the Reunions and to publish the minutes of same. Also publishes the "Open Items" list for the Executive Council and follows up with Council members and other assigned tasks by the Executive Council to insure tasks are completed.

4.) Is responsible for writing the "From the Secretary/Treasurer" column for each Newsletter.

5.) Is responsible for writing the "Business Meeting Summary" column for the Newsletter after VHPA reunions.

6.) Is responsible, with the President, to coordinate the activities of all standing committees.

7.) Is authorized, as is the President, to sign VHPA checks to settle ~~debts incurred by the VHPA~~

- 8.) Is responsible for auditing the financial statements concerning VHPA bank accounts and for checking the accuracy of the various VHPA data.
- 9.) Is authorized to correspond with individuals and external organizations in behalf of the VHPA.
- 10.) Maintains a close working relationship with the President and serves as his "First Counselor".
- 11.) Co-Signs, with the President, all VHPA policy letters.
- 12.) Is responsible for monitoring all aspects of the execution of the VHPA-PAI contract.

JOB DESCRIPTION - SENIOR MEMBER AT LARGE (SML)

The Senior Member at Large (SML) is an elected officer of the VHPA and is a member of the Executive Council.

The SML is the Constitution and Bylaws Chairman with responsibilities as listed :

- Submit all requests for fund expenditures to the Executive Council, for approval prior to any expenditure. Such requests can take the form of an annual budget if the SML desires.

- Accepting all revisions, additions or deletions of the VHPA Constitution and Bylaws by any voting member of the Association and submitting them in writing to VHPA headquarters or to any VHPA officer who will forward them to the SML.

- Determines the annual "cutoff date" for accepting the said changes. SML will prepare the recommended changes for Executive Council review. After Executive Council review and approval the SML will prepare the revisions for the reunion registration packet. These materials include:

- * copy of the current Constitution and Bylaws
- * the wording of the proposed revisions
- * majority and minority Executive Council opinions (if appropriate)

- Encouraged to solicit legal council concerning the Constitution and Bylaws and/or proposed changes.

- Lead the discussion of the Constitution and Bylaws changes during the VHPA Annual **Business meeting**.

Within two weeks after the Annual Business meeting, the SML will provide an updated copy of the VHPA Constitution and Bylaws to each Executive Council member, to the Directory Editor and to any VHPA member requesting a copy. In addition, he will provide the Newsletter Editor with a "summary of changes" report suitable for publishing in the Newsletter.

JOB DESCRIPTION - MID-TERM MEMBER AT LARGE

The Mid-Term Member At Large is an elected officer of VHPA and is a member of the Executive Council.

The Mid-Term Member At Large is responsible for all vendor related activities at VHPA Reunions. He must coordinate his activities in this area with the respective Reunion chairman. He is responsible for recommending to the Executive Council changes to the VHPA Vendor Policy Statement.

Approved by the Executive Council on May 14, 1989.

JOB DESCRIPTION - JUNIOR MEMBER AT LARGE (JML)

The Junior Member at Large (JML) is an elected officer of the VHPA and is a member of the Executive Council.

The JML is responsible for polling Executive Council members and for working with AT & T to set up Executive Council conference calls.

The JML is the Nominating Committee Chairman and is responsible for administering the elections of new VHPA Executive Council members.

His responsibilities include:

- Accepting names of those who wish to run for VHPA office. A call for nominations should be placed in the Newsletter prior to the annual reunion. Nominations should also be accepted at the reunion.

- Interviewing all prospective nominees, at the reunion, to ascertain that they do, in fact, wish to be placed on the ballot and that they understand and are willing to accept the duties and responsibilities for the office they seek.

- Submit the ballot to the Executive Council not later than 1800 hours on the day prior to the annual business meeting. No further nominations shall be accepted by the Chairman after this time.

- Other Members at Large can assist the Chairman as necessary.

- Insure printed ballots are available and prepared, if there are more than one candidate for an office. Ballots will be available for the annual business meeting.

- Responsible for nominating, to the Executive Council, candidates for Honorary Membership. The procedures for this are included in Policy Letter 88-1.