



The Chapter Organization

Required Officers (Elected)

President, Vice President(s), Secretary, Treasurer or (Secretary/Treasurer)

Recommended Officers (Appointed)

Vice President for AFA Education; Vice President for Communications; Vice President for Government Relations; Vice President for Veterans Affairs; Vice President for Leadership Development; Vice President for Membership; Vice President for Community Partners; Vice President for Airmen and Family Programs.

Recommended Committees

Membership; Finance; Bylaws (when required); Programs; Awards; Leadership Development; Community Partners.

Governing Body

Executive Council

Composed of the elected and appointed officers, the Chair of each of the above committees, and additional members as prescribed by the chapter Bylaws. Each member shall have one full vote with respect to any matter considered by the Council. The Chapter President shall be Chair of the Executive Council. The Executive Council should meet monthly.

Officer Responsibilities – Chapter President

1. Serve as Chair of the Chapter Executive Council.
2. Preside at every regularly scheduled meeting or special meetings of the Chapter or ensure that the Chapter Vice President or another Chapter officer does so.
3. Leader Training and Development
 - a. Evaluate leaders within their chapter for potential to advance to higher levels within AFA. Recruit, develop, and when appropriate, nominate those leaders for advancement. Mentor chapter officers and future leaders through participation in AFA national, regional and state leadership training sessions.
 - b. Coordinate with their State or Region President, or Special Assistant, as appropriate, and the Field Leadership Development Team to enhance leadership skills within the chapter.
 - c. Monitor and oversee completion of recommended Field Leader training modules, as described in Chapter 14, for all chapter officers.
 - d. Mentor Chapter officers and future leaders through participation in AFA national, Regional and State leadership training sessions
 - e. Work with Field Council Leadership Development Team



4. Represent the Chapter in all community functions in which it is invited to participate or ensure that the Chapter Vice President or another Chapter officer is does so.
5. Represent the Chapter at all State, Regional and National meetings (including Conventions), or ensure that the Chapter Vice President, or another Chapter officer or member is available to do so; and ensure that such officer or member is properly appointed and given proper credentials.
6. Maintain proper liaison with other Chapters in the state, with the State President, the Region President and with AFA National.
7. Receive all pertinent communications from the State organization, AFA National staff and National Officers, and take appropriate action.
8. Require the completion of appropriate rosters, annual plans and semi-annual reports from the Secretary and Treasurer and approve all reports.
9. Require that an IRS Form 990 or 990-N (see Chapter 10) is filed with the Internal Revenue Service annually and that a copy of this form is sent to AFA National.
10. Monitor and oversee completion of recommended Field Leader training modules, as described in Chapter 14, for all Chapter officers.
11. Ensure that the National Directors in the Chapter area, the Region President and the State President are invited to chapter programs and functions when appropriate. These are the Chapter's contact with the policy making level of AFA.
12. Appoint other Chapter officers as required to assist in operating the Chapter.
13. Ensure timely submission of nominations for AFA individual and Chapter awards as well as for Regional, State or Chapter awards if such programs exist.
14. Conduct a Chapter Teacher of the Year program each year.
15. Establish contact with any Congressional Representatives from the Chapter area and members of their staff, through their local offices. Discuss AFA's mission and the local Chapter's role in the community. Offer and encourage the Member to subscribe to The Daily Report. They should be invited to participate in local Chapter activities.
16. Establish Chapter committees to assist carrying out chapter functions and activities.
17. Accomplish the program or activity goals established by the Chapter in the annual activity plan.
18. Communicate with all members in the Chapter quarterly. If your Chapter produces a newsletter, ensure that a copy is sent to Field Operations at Field@AFA.org directly at the time is published.



Officer Responsibilities - Chapter Vice President

1. Serve as a member of the Chapter Executive Council.
2. Preside at any meeting or function when the Chapter President is unable to do so.
3. Maintain active interest in, and knowledge of, all activities of chapter committees, reporting all pertinent information to the Chapter President.
4. Assist the Chapter President in every possible way with respect to their official duties. The Chapter Vice President is normally the individual who will be the next Chapter President and as such should be involved in all Chapter functions. This should include assistance to the Chapter President in fulfilling his or her responsibilities and becoming prepared to assume the Chapter President's position. Chairing some of the Chapter committees, being involved in the annual Chapter activity and financial plans as well as helping plan and implement quarterly activities is recommended.
5. Perform any additional responsibilities required by the Chapter Bylaws.
6. Maintain the Chapter charter.
7. Maintain responsibility for all physical property belonging to the Chapter, except those properties for which other officers have expressly been made responsible.

Officer Responsibilities – Chapter Secretary

1. Serve as a member of the Chapter Executive Council.
2. Record, transcribe and deliver to the Chapter President the official minutes of every regularly scheduled or special meeting.
3. Maintain an official Minutes Book (either on paper or in an electronic format) containing copies of all meeting minutes.
4. Complete the Chapter Annual Activity Plan and Semi-Annual Activity Report based on input from other Chapter officers and, submit it to the Chapter President in time to allow it to be submitted to the State President in accordance with the established schedule.
5. Receive and acknowledge all official unit correspondence; maintain liaison with the Chapter President on all correspondence, initiate correspondence when requested to do so by the Chapter President or Vice President.
6. Serve as Chair of the Chapter Bylaws Committee if one is formed. Maintain the Chapter Bylaws, ensuring that all necessary revisions are properly made to keep the Bylaws in accord with the State Bylaws and National Bylaws.
7. Maintain the Chapter files.



8. Ensure the completion and submission of the Chapter Officer Roster following the annual elections. This must be completed annually (even when there is no change in officers) and transmitted through the State and Region President. It must be submitted to by October 31 and updated when changes occur during the year.

Officer Responsibilities - Chapter Treasurer

1. Serve as a member of the Chapter Executive Council.
2. Serve as Chair of the Chapter Finance Committee.
3. Maintain current record of expenses, including assets and liabilities and all Chapter bank accounts including deposits, withdrawals, and prompt payment of all liabilities.
4. Complete IRS Form 990 or 990-N for submission to the Chapter President every year.
5. Ensure that the Chapter President is informed about all chapter financial matters.
6. Ensure that the chapter complies with all regulations, laws and statutes (federal, state and local) with respect to financial operations of the Chapter.
7. Complete the Chapter Annual Financial Plan to be reviewed by the Chapter President and, in turn, submitted for State and Region President for approval in time for Region President to submit to AFA National by December 31 deadline See Chapter 10.

Officer Responsibilities – Chapter (Appointed-Optional)

Chapter Vice President – Airmen, Guardians and Family Programs

The Vice President, Airmen, Guardians and Family Programs is appointed by the Chapter President and serves as a member of the Chapter Executive Council. He/she is the primary person responsible to the Chapter President for coordinating Chapter affairs supporting Airmen, Guardians and their families. Specific responsibilities may include the following:

1. Support for the Key Spouse program, deployment programs, connecting to the local Airmen and Family Readiness Centers, resiliency training, the Military Spouse Ambassador Network, and others.
2. Responsible for identifying the needs of Airmen and families at the local level and communicating those to the Vice President of Member and Field Relations.
3. Handles information on all chapter activities related to charitable assistance and fundraising to support the Wounded Airmen & Guardian Program and United Forces & Families as developed by the Chapter Executive Council.



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4. Coordinates chapter participation in WAGP initiatives and support when called upon by AFA National (for example: financial aid, visits to hospitals, transportation to doctor's offices, childcare, caregiver support, volunteers for events like adaptive sports camps, resume and job assistance). The Vice President of Member and Field Relations will coordinate with the Chapter President on all requests for support from National.
5. Submits articles and photos of chapter WAP activities to the AFA National staff.
6. United Forces & Families
7. Identifies and actively recruits new AFA members (individual and/or Community Partner) in conjunction with programs supporting Airmen and their families.

Chapter Vice President – AFA Education

1. Serve as a member of the Chapter Executive Council.
2. Conduct the Chapter Teacher of the Year program.
3. Conduct the Chapter scholarship and educational grant programs.
4. Plan and conduct local programs to encourage and recognize educational activities that promote Science, Technology, Engineering and Math in grades K-12.
5. Coordinate Chapter expenditures for AFA Education purposes.
6. Serve as the liaison and coordinate the Chapter's support to AFJROTC, AFROTC and CAP units in the Chapter's area.

Chapter Vice President – Communications

1. Serve as a member of the Chapter Executive Council.
2. Prepare and distribute newsletters and blast emails to publicize programs, acknowledge accomplishments and inform the membership of AFA news and events.
3. Maintain the Chapter website and social media pages.
4. Provide external publicity for AFA activities through press releases and announcements in local media.

Chapter Vice President – Government Relations

1. Serve as a member of the Chapter Executive Council.
2. Establish and maintain a relationship with the staff for each congressional representative within the Chapter area. Encourage their participation in AFA activities. Offer and encourage acceptance of a subscription to The Daily Report.



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3. Coordinate with other local organizations with goals and positions that align with the AFA to facilitate joint input to the local congressional representatives on positions of importance to the AFA.

Chapter Vice President – Veterans Affairs

1. Serve as a member of the Chapter Executive Council.
2. Monitor local and national issues of importance to veterans and provide input to the Chapter Executive Council on ways the Chapter can support veterans in the local community.
3. Participate in state and local veterans' programs and provide support from the chapter when approved by the Chapter Executive Council.
4. Plan and conduct Chapter veteran programs.

Chapter Vice President – Leadership Development

1. Serve as a member of the Chapter Executive Council.
2. Serve as the Chair of the Chapter Nominating Committee.
3. Serve as Chair of the Chapter Leadership Development Committee and oversee the identification of emerging leaders, provide training and mentoring for existing Chapter leaders and provide nominations for Chapter officers for each election cycle.
4. Work with the Field Council's Leadership Development Committee.

Chapter Vice President – Membership

1. Serve as a member of the Chapter Executive Council.
2. Monitor the Chapter membership roster changes and conduct programs to encourage membership renewals by reminders to those whose membership is about to expire.
3. Conduct programs to recruit new Chapter members.

Chapter Vice President – Community Partners

1. Serve as a member of the Chapter Executive Council.
2. Manage the Chapter Community Partner program including recruiting new Community Partners, ensuring renewal of expiring Community Partner memberships and ensuring that all Community Partners are integrated into the Chapter activities.
3. Conduct Chapter programs to introduce the Community Partner to AFA and to encourage their support of Airmen and their families.