

CBAA Regional Chapter Meeting Volunteer Champion Role

Chapters are part of the CBAA organization created to pursue regional interests. The Chapters fall under the rights and authorities of CBAA and report directly to the President & CEO. The Membership Services & Communications Manager administrates the functions of the Chapters. These meetings will be held twice (sometimes 3 times) per year in the Spring and Fall.

Each Chapter will be led by a Champion(s) who oversee the local proceedings. The company with which a Chapter Chair/co-chair is affiliated must be a CBAA member in good standing; however, final decisions are at the discretion of the National Office.

Chapter Objectives

- Represent and promote CBAA interests and present/support the Association's positions and expectations.
- Grow CBAA membership – while the focus of Chapter meetings is primarily for the benefit of CBAA members, participation by all members of the business aviation community is encouraged and welcome.
- Advance the positive aspects and increase the visibility of business aviation regionally.
- Provide updates on CBAA developments with the information provided by National Office.
- Participate in exchanging information and ideas between the Chapter and the National Office. Further the interests of CBAA by fostering safety, security, efficiency, and innovation in the aviation community.

Chapter Champion Roles and Responsibilities

The Chapter Champion(s) work closely with the Membership & Communication Services Manager while completing the following responsibilities:

- Work with Membership & Communication Services Manager to ensure sponsorship funding is allocated to host the meeting
 - Venue
 - Catering
 - Presentation AV requirements
 - Additional Rental requirements
- Arrange meeting venue based on sponsor requirements and ease of access for CBAA members/attendees
 - Venue – Hangar, FBO, Hotel meeting space, etc.
 - Aircraft display space (based on sponsor request)
 - Parking and Accessibility
- Arrange catering based on approved sponsor budget, theme and special requirements
- Arrange Audio visual rental (based on requirements)
- Assist with meeting details
 - Date, Time and Venue
 - Agenda/Meeting theme

- Act as primary onsite contact for meeting organization
 - Set up
 - Welcome guests
 - Track attendance to provide to Membership & Communication Services Manager
 - Ensure visible display of sponsor recognition promotional material
- Provide post-meeting minutes or summary report of proceedings for members at the national office
- Participate in regional chapter teleconferences with the National office and other champions
- Assist in distribution of promotional material and engaging non-member attendees

Chapter Correspondence and Communications

- All correspondence from Chapter Champions must be approved by CBAA head office and must be distributed on official CBAA letterhead
- The Membership and Communications Services Manager will send out meeting invitations and champions will assist in further developing the contact list