

THE NINETY-NINES, INC.
STANDARD OPERATING PROCEDURES

Aviation and Space Education

Duties and Responsibilities:

Publish articles in the *99s News* and *Straight & Level* related to aviation and space education.

Establish regular communication with Section Aviation and Space Education Chairmen or, in Sections without an Aviation and Space Education Chairman, with Governors.

Attend Section meetings to promote aviation and space education.

Maintain working relationships with other like-minded organizations.

Attend aviation and space education functions in the capacity of International Aviation and Space Education Committee Chairman as needed and/or requested.

Maintain/update grants, Memorandums of Understanding and/or Letters of Agreement as needed.

Ensure annual budget request is submitted properly to the International Treasurer.

Prepare reports for the Board of Directors, as requested.

Submit a written report to Headquarters for Annual General Meeting.

Ensure Aviation and Space Education website remains up-to-date and contains current information and links.

Advise the new President of recommendations for the new Aviation and Space Education chairman, as requested.

Serve in an advisory capacity for the first six (6) months of a new Aviation and Space Education Chairman's term.

Communicate with Aviation and Space Committee Chairmen at Chapter and Section levels with goal toward promoting outstanding programs.

Ideas for Chapters and Individuals (not inclusive):

Assist and support other aviation-oriented groups and organizations (such as the Civil Air Patrol, FAA, NASA, NIFA, state aeronautical agencies, local flying clubs, local Chambers of Commerce aviation committees, etc.).

Help organize and participate in career day and 'exploration day' or 'discovery day' programs for local schools and youth organizations.

THE NINETY-NINES, INC.
STANDARD OPERATING PROCEDURES

Aviation and Space Education

Write aviation columns and articles for newspapers and magazines.

Arrange for, and conduct, tours of aviation-oriented facilities for youth and adult groups (utilizing appropriate 99s insurance as needed/required).

Cooperate with schools and colleges in establishing and instructing aviation and space education courses as part of the regular curriculum offered.

Establish and sponsor local community and/or school aviation/space clubs.

Organize and sponsor aviation safety clinics and seminars for local pilots and the general public.

Work with Scout programs to assist scouts in earning Aviation Merit badges.

Offer services as a guest lecturer in elementary or secondary schools and for local civic organizations.

Help set up orientation flights for local teachers and students through the Young Eagles program.

Publicize Chapter projects in all news media.

Award first-flight lesson to outstanding students in local school science fairs.

Plan an aviation and space education-related program for a chapter meeting.

Transfer of Files:

Any and all electronic and/or paper correspondence or files should be transferred to incoming Chairman within thirty (30) days after a change in Chairman so the successor may become familiar with the activities of the Committee (familiarization with information currently in the files, what activities/projects are currently occurring, what activities/projects are "in the works", etc. will be provided by the outgoing Chairman to her successor).