

NBAA Local and Regional Group Committee Guidelines

Adopted 11/18/2014

Supported by the NBAA Strategic Focus Team (SFT), the Local and Regional Group Committee (LRGC) focuses on the ability to serve as a source of information for members. Through enhanced communication, committee commitment and team effort, the goal is to provide the Local and Regional Group network a means of sharing resources and ideas. While working with the support of the NBAA Regional Representative Program, the committee will strengthen open communication between the organizations/chapters and provide additional networking opportunities. The committee operates under the established NBAA Standing Member Committees Administrative Policies, adopted December 1994 and revised June 1997. The committee is authorized by the NBAA Board of Directors and exists at its pleasure, as is provided in Article VI, Section 10 of the NBAA Bylaws. Below is a list of guidelines that the LRGC will acknowledge and adhere to:

1. Every member of the NBAA LRGC is a valuable and integral part of this group, regardless of tenure. We believe it is important to listen to all ideas, suggestions and questions with an open mind and a supportive attitude.
2. The committee chairperson is appointed for a two-year term that begins at the annual NBAA Local & Regional Group Leadership Roundtable (or at a time designated by committee leadership). The chairperson appoints a vice chairperson for a two-year term, who then becomes the chairperson of the committee the following year. The outgoing chairperson remains on the committee in the role of immediate past chair for one year.
3. All members of the committee serve at the pleasure of the chairperson and the NBAA Board of Directors. The chairperson works to keep a healthy balance of regional group representatives, making sure that all regions of the country are adequately and fairly represented. It shall be the goal of the committee to have at least two representatives from each region of the country sitting as members at all times.
4. Committee term limits: Committee members will serve a maximum term of five years. All terms begin the year that the committee member starts and ends after the NBAA Local & Regional Group Leadership Roundtable of their final year. All current and new committee members will be obligated to sign a commitment letter stating that they will put forth the time and effort necessary to fulfill their role on this committee.
5. When a committee member is asked to be vice chair of the committee, his or her committee term is extended to allow completion of service as vice chairperson, chairperson and immediate past chair, if said service occurs beyond the original term expiration.
 - Past committee members who have served term limits in full are eligible to reapply to the committee after two years.
 - A member who leaves the committee prior to serving their full term and after completing a minimum of one full year may submit a request to the leadership team for committee

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- reactivation to finish out their term. Members who leave the committee prior to one year are required to reapply through NBAA's standing committee application process.
- Any committee member who has completed at least one full year of active participation may request inactive status for up to one committee year during their term for unexpected circumstances related to either their personal or professional life.
 - The leadership team is authorized to request that a member move to inactive status if it is deemed to be in the best interest of the committee.
 - The committee chairperson may extend the term of a committee member if merited by the leadership team.
6. Committee members must be employed by an NBAA Member Company and serve in the field of aviation or be employed by an NBAA Associate Member Company. The committee member should be a current member of a local and regional group. If a committee member has a change in job status, the member must notify the chairperson to reassess committee status. If the job change takes the member out of aviation, the member must resign from the committee.
 7. Of the 12 monthly call-in meetings held by the NBAA committee, it is expected that each committee member be in attendance for a minimum of nine meetings. Each committee member should also attend at least one NBAA function annually (BACE, S&D, Leadership Conference, Local and Regional Group Roundtable). Should a committee member fail to meet these minimum committee meeting obligations, his or her position on the committee would be subject to review by the other committee members, and he or she may be required to relinquish his or her seat at the discretion of a majority vote from the remaining committee members. It is the committee members' responsibility to meet all deadlines. If additional time or assistance is needed, it will be the members' responsibility to seek the needed help to meet any deadlines.
 8. Current committee members are not eligible to apply for or receive funds or other awards offered by the Local and Regional Group Committee.