



VIRGINIA STATE AIR FORCE ASSOCIATION STANDARD OPERATING PROCEDURES

Introduction

The purpose of this document is to provide continuity of function throughout the programs of the Virginia State AFA. This document is designed to provide new officers with the basic framework of their responsibilities but is not intended to replace guidance found in the AFA Field Operations Guide. Where there are conflicts with National guidance the State procedures will be amended to comply with National requirements. This document will be updated as required to ensure it remains useful to the Officer's carrying out the State organization's business.

Sections as shown in the Table of Contents below organize these procedures:

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Section 1 - Elected Officers

President

Provides leadership, vision, and guidance for the State organization with duties as stipulated in the Field Operations Guide (FOG), State Constitution, and as outlined below:

- Serve as Chairman of the Board of Directors
- Serve as Chairman of the State Executive Committee.
- Receive, endorse, and forward quarterly and annual chapter finance, activity reports, and plans. Follow-up with those chapters pressing the due dates to ensure all are in on time.
- Monitor the submission of chapter newsletters and annual rosters.
- Write State activity report (unless delegated to the State Secretary) and review/endorse State finance reports/plans before forwarding to Region president.
- Ensure submission of IRS Form 990 or 990N to the IRS and AFA Field Services
- Ensure that contact is made with the Senators for the state and their local staff and invite their involvement in AFA activities.
- Coordinate with Chapters to ensure contact is made with applicable district US Congressional Representatives
- Be the number one membership advocate in the State
- Provide mentorship and support to State officers and chapter presidents
 - Establish a plan to personally visit each chapter on a recurring basis
 - Focus on those chapters with leadership challenges
- Develop agenda and lead the quarterly State meetings
 - Coordinate quarterly meeting details with host chapter president
 - Optional- Develop PowerPoint presentation to aid in leading business meeting
- Serve as a conduit for information flow from National HQ and Central East Region to the chapters and vice versa.
- Actively participate in State awards selection process- insure people and chapters get the recognition they deserve
- Ensure the selection of a State Teacher of the Year
- Identify and develop existing and emerging leaders to support the mission and vision of the AFA at the field and national level.
- Serve as Chairman for the State Delegation at the National Convention
- Maintains electronic files of all reports and significant correspondence

Executive Vice President

Supports the State President as required and accomplishes duties as stipulated in the Field Operations Guide (FOG) and as discussed below.

- Serve as a member of the Board of Directors
- Serve as a member of the State Executive Committee
- Maintain an active interest in, and knowledge of, all activities of chapters, reporting all pertinent information to the State President
- Maintain the State Charter.

Secretary

Supports the State President and performs duties as stipulated in the Field Operations Guide (FOG) and as discussed below.

- Serve as a member of the Board of Directors
- Serve as a member of the State Executive Committee.
- Record, transcribe and deliver to the State President the official minutes of every regularly scheduled and special meeting.
- Maintain electronic copies of minutes and other important documents.
- Complete the required State Annual Activity Plan and Quarterly Activity Reports and, submit the proper forms to the State President for approval and forwarding to the Region President. [State President may elect to accomplish this task.]
- Receive and acknowledge, if required, all official correspondence; maintain complete liaison with the State President on all correspondence; initiate correspondence when requested to do so by the State President and Executive Vice President.
- Serve as custodian of the State Constitution; ensure all necessary revisions in the Constitution are correctly made.
- Maintain electronic copies of all bulletins and mailings sent or received by the state organization.
- Order EXCOM Nametags for new members. Nametag maker – Andy @ Artcraft, 631.760.2002 or andy@artcraftbs.com
- Coordinate with the Chapter Presidents on the rotating quarterly State meeting schedule.

Treasurer

Supports the State President and performs duties as stipulated in the Field Operations Guide (FOG) and as discussed below.

- Serve as a member of the Board of Directors
- Serve as the Registered Agent for the Non-stock Corporation
- Serve as a member of the State Executive Committee.
- Maintain current record of expenses, assets, and liabilities.

- Ensure completion of required Annual Financial Plans and Quarterly Financial Reports and the annual IRS Form 990 or 990 N and the submission of all proper forms to the State President.
- Ensure payment of annual registration fee and file annual report with the Virginia State Corporation Commission
- Maintain all state financial accounts and ensure proper and prompt deposit of all funds and payment of liabilities.
- Ensure all chapter quarterly reports are present and accounted for (and inform the state and chapter presidents when it is not, which is almost every quarter)
- Reimburse participants at state meetings for travel expenses and Host Chapter for hospitality expenses IAW existing EXCOM guidance
- Reimburse the Virginia State President for travel and other Virginia State AFA related expenses.
- Prepare and maintain the state quarterly financial report including supporting documentation such as bank statements and appropriate receipts.
- Submit quarterly report to State President for forwarding to Region NLT 15 days after the end of the quarter
- Send out supporting documentation to State President with analysis and highlights in preparation for discussion and recommendations for EXCOM approval at next state meeting
- Prepare copies of quarterly report, supporting documentation, and sign-in roster for quarterly meeting

Section 2 – Appointed Officers

VP/Aerospace Education

- Serve as a member of the State Executive Committee.
- Conduct the State Teacher of the Year (TOY) program.
- Coordinate the Scholarship, Educational Grant and Cadet Awards programs.
- Mentor Chapter Aerospace Education leads to ensure continuity and cross communication of ideas and approaches
 - To promote the AFA Education Mission at the chapter and state levels
 - To ensure the leadership of chapters and the state understand the educational opportunities available from national and Virginia AFA
- Develop for Virginia State EXCOM approval and distribute guidance for VA State and AFA National Aerospace Educations Programs to all Chapter Presidents and VP for Aerospace Education
- Coordinate budget with Treasurer and State President and provide budget estimates and proposed allocations of education funds for each year.
 - Funding Sources - Virginia AFA Aerospace Education programs operate within the designated or “fenced” Education budget line. Events/sources providing funding vary from year to year.
 - Primary funding source - proceeds of the Virginia Hospitality Suite conducted annually at the National AFA Convention.

- Identify other potential funding sources to ensure desired budget is available
- Provide information on other AFA state and chapter field education activities as motivation for VA chapters.

VP/Government Relations

- Serve as a member of the State Executive Committee.
- Maintain contact with the staff of the Senators for the state and encourage their participation in AFA activities. Offer and urge acceptance or renewal of complimentary AFA membership.
- Stay current on the legislative goals and initiatives of the Association and provide input to the local Senators' staff explaining the AFA position and offering background material to support their evaluation.
- Coordinate the efforts of the Chapter VPs of Government Relations to ensure that all congressional representatives in the state are offered AFA membership and are encouraged to participate in AFA activities.
- Coordinate the efforts of the Chapter VPs of Government Relations in respect to contacts with members of the state legislature in area of interest and concern to the Association, especially those involving USAF members and facilities within the state.

VP/Leadership Development

- Serve as a member of the State Executive Committee
- Serve as the chairman of the State Nominating Committee.
- Arrange and preside as chairman at meetings of the Leadership Development committee that are deemed necessary to complete identification, selection, training and mentoring of candidates for State offices.
- Speak with each chapter president during quarterly meetings and socials associated with those, but focus activities on the 2 or 3 with biggest problem finding a replacement for themselves.
- Assist chapter leadership development VPs as required

VP/Veterans Affairs

- Serve as a member of the State Executive Committee.
- Serve as VA State AFA representative to the Joint Leadership Council of Veterans Service Organizations
- Establish and maintain contact with local veteran and veteran support organizations to coordinate efforts and agendas for the benefit of military veterans.
- Establish and maintain contact with the local Veterans Administration offices to offer AFA support to their programs.
- In conjunction with the State VP of Government Affairs, monitor all legislation at the federal, state and local level that affects military veterans and offer input and assistance to the legislators in their deliberations.

VP/Awards

- Serve as a member of the Executive Committee
- Organize and chair the Virginia State Awards Committee
- Maintain the Awards Master Records files to include:
 - Chapter awards
 - State, Region, and National award nominations and selections
- Develop and distribute guidance and timelines on all AFA Awards to each Chapter President and Vice President
- With State President, select and order presentation awards and prepare paper Citations and Certificates
 - AFA Podium banner and certificates are procured from AFA National HQ
 - Awards VP formats and prints certificates; frames or folders are purchased separately

VP/Communications

- Serve as a member of the State Executive Committee
- Promote the use of internet web sites and e-mail as the most effective and low cost way to get the word out on AFA state and chapter activities.
- Develop, design and maintain independent state web site on the Internet.
- Post key Virginia AFA documents on the Web site for use by the Chapters, and the EXCOM Members.
- Offer assistance to other state chapters in setting up their web site.
- Attend state quarterly meetings, brief communications issues as required
- **VP/Membership**
 - Serve as a member of the State Executive Committee
 - Serve as a member on the National AFA Membership Committee
 - Provide chapter officers (at state level meetings) statistical analysis on the status of their membership development programs.
 - Develop and conduct discussion forums on membership programs to increase and retain membership for use at the local chapter level.
 - Conduct studies and analysis, as requested by the state president, on membership programs.

VP/Fund Raising

- Participate as a member of the State Executive Committee
- Organize and Chair the Fund Raising Committee
- Develop a plan to raise funds to support the Virginia State Aerospace Education Programs

- Coordinate with the Steele, Gabriel and Langley Chapters to leverage the annual AFA National Convention and Aerospace Symposium as a major fund raiser
- Provide detail of any fund raising efforts to the Executive Committee for approval
- Provide after action reports to the Virginia State Executive Committee

VP/Regions

- Participate as a member of the State Executive Committee
- Attend each Chapter’s Quarterly, and EXCOM meetings when able, and represent the State President in the presentation of State and National Awards when he’s not available.
- Report on significant activities and achievements within the region.
- Promote cooperation between adjacent chapters and from across the State. Find new ways to share information and ideas.
- Serve on the Leadership Development Committee, chaired by the VP Leadership Development. Promote leadership development and membership improvement within the Chapters to insure that a new cadre of potential officers is being identified, recruited, and trained.
- Provide chapters with state level assistance when needed, especially with awards and grants
- Submit State Award recommendations for Chapters and/or individuals in that state region when exceptional performance is achieved and not recognized by the chapter (e.g. chapter presidents).

Section 3 – Committees

Standing Committees - IAW Article XII, Virginia AFA Constitution.

The standing committees and their chairs are established as outlined in reference and current committees are illustrated below.

Committee	Chair
Leadership Development	VP/Leadership Development
Nominating	VP/Leadership Development
Aerospace Education	VP/Aerospace Education
Awards	VP/Awards
Fund Raising	VP/Fund Raising

Section 4 – State Meeting Guide

1.0 Introduction

These procedures are intended as a guide for those Chapters scheduled to host a Virginia AFA Quarterly Meeting or State Convention. These procedures are advisory and may be change or revised as the Virginia Executive Committee and experience dictates.

2.0 Scheduling and Administration

The Virginia State AFA Secretary maintains the state meeting schedule. These meetings are rotated among Chapters with the schedule and agreed upon at the quarterly Virginia State AFA meetings. The announcement of the chapters scheduled to host the upcoming state meetings is made at these Virginia State AFA quarterly meetings and documented in the minutes.

The host chapter locations for state meetings are projected for the upcoming eight quarters with specific dates and location announced for the next quarterly meeting. When choosing the dates for the meetings, host chapter should avoid "busy" periods that would hinder delegate's attendance. Host Chapter will coordinate specific details with the Virginia State AFA President and Secretary.

The State President will publish an agenda for each of the state meetings. A draft agenda will be sent to each attendee prior to their departing for the meetings. The format is at the discretion of the State president.

Dress Code: The dress for VA State business meeting is business casual. The Host Chapter will determine the dress for any evening activity. State EXCOM members are encouraged to wear coat & tie for men or suitable attire for women to exemplify professional leadership

All meeting and evening event attendees and guests should wear nametags. New members of the Executive Council contact the Secretary to have a nametag ordered. The host chapter will provide blank nametags for participants needing them.

Virginia State AFA conventions are scheduled for the second quarter of the calendar year (April – June) and differ from other quarterly meetings as follows:

- Elections are held to determine the officers (President, Executive Vice-President, Secretary, & Treasurer) for the following year.
- All AFA members from Virginia are invited to attend the Virginia State AFA Convention (all chapters; not just hosting chapter members).
- The Saturday luncheon includes the awards ceremony for State awards

3.0 Participants

- Members of the Virginia State AFA EXCOM.
- Chapter presidents or appointed Chapter representatives and other Virginia AFA Chapter members present.
- National AFA officers and personnel, if invited.
- Previous State presidents.
- Central East Region President.
- Invited guests (approved by the State president).
- Members of the host chapter.
- All Virginia state AFA members are invited to attend the State Convention.

With the approval of the State president, Chapter presidents and other Executive Committee members may be excused from attending a specific meeting. A chapter president will send a designated representative in their absence. Upcoming chapter

leaders and members of chapter EXCOMs are encouraged to serve as chapter representatives to at least one quarterly meeting prior to taking office in order to become familiar with the procedures.

4.0 Planning

4.1 The basic timeline of a quarterly meeting is as follows:

Friday: Arrival, delegate's time-at-leisure. The host chapter should provide a list of nearby area restaurants in the attendee's welcome packet. The host chapter may open a Hospitality Suite to encourage networking among the participants.

Saturday:

- Business meeting: A continental breakfast should be available to attendees in the meeting room as part of the host Chapter's arrangements with the hotel.
- If luncheon is to be a "working luncheon" (most are) all AFA members attending the business meeting should attend the working lunch. The State President coordinates the agenda for the State Meeting with the host Chapter president.
- The host Chapter may schedule an evening event (dinner, program, guest speaker). All VA State Executive Committee members are encouraged to attend the Host Chapter event. This may be used as a quarterly Chapter event.
- The Host Chapter may open a Hospitality Suite after the business meeting, before the dinner and after dinner.

4.2 Virginia State meeting attendees are responsible for any travel, lodging and meal expenses. State travel reimbursement is discussed under treasurer duties and set by the EXCOM. Meeting attendees are responsible to reimburse the Host Chapter for meals associated with the State Meeting (breakfast, working lunch) or Chapter evening event.

4.3 The Hospitality Suite is a social tradition at state meetings and encouraged by the State Leadership to enhance networking and collaboration. The Host Chapter is responsible to plan and organize the Hospitality Suite. The State leadership encourages the participation of host chapter volunteers to manage and support the suite. If a State suite volunteer is available, the host chapter may use that person.

The suite is usually opened at 1600 on both Friday and Saturday of a meeting weekend. The Host Chapter will announce opening times and location for the Hospitality Suite.

5.0 Financial Support

The Host Chapter is responsible for the cost associated with the hosting State meetings. If a host Chapter needs financial support they may submit a request to the State Treasurer for consideration. A summary of how this is spent will be provided to the Treasurer after the meeting. The Virginia State EXCOM annually, as part of the annual budget, will determine the amount of financial support available for each meeting.

6.0 Host Chapter Duties

6.1 Scheduling.

1. Quarterly meetings and State Conventions are scheduled on Saturday with Friday and Sunday as travel days.
2. Hotel reservation and meeting information must be coordinated with the State President approximately 8-10 weeks before the meeting.
3. The business meetings normally start at 0800 on Saturday and runs into the mid-afternoon depending on the amount of business to be covered.

6.2 Notification.

1. Chapter newsletters are normally used to notify Chapter members of an upcoming State meeting. The use of electronic mail is encouraged.
2. The Host Chapter sends a copy of their notification to other Chapter Presidents and Virginia State AFA officers and provide the information to the State president
3. All Chapter presidents are responsible for providing the information to their members, especially for State Conventions.
4. Notification for attendees should be provided early enough for travel arrangements to be made (normally 6-8 weeks). Individual room reservations are made by the attendees directly with the selected hotel.
5. The notification must contain a reservation form (samples at the end of this guide) along with a map and/or directions to the meeting location and hotel check-in times.
6. When the meeting is the State Convention, all Virginia AFA members are invited. Notification and information for the meeting will be posted on the Virginia State web sites (www.va-afa.org).

6.4 Meeting Arrangements.

1. Host Chapter surveys the area hotels for best rates.
2. The contract with the hotel will include a meeting room for Saturday, the hospitality suite, and associated meals.
 - a. The meeting room should include tables, chairs, an American flag, a projector screen and table (if needed), and a Continental breakfast. Arrangement of tables for the meeting will be as specified by the state president, but will normally be in a "U" shape with the screen at the open end. Most meetings require 25-30 chairs
3. Host Chapter estimates the number of personnel attending (normally 25-30) and arranges for a block of rooms after negotiating the best rates:
4. Host Chapter solicits attendees and reservations for the Host Chapter evening event and determines the cost per attendee. Host Chapter plans the entree selection at the best cost.

5. Host Chapter coordinates with the State President to arrange a “working lunch” during the State Meeting. For the State Convention, the luncheon is the "Awards Luncheon," normally dedicated to the presentation of State awards. Spouses and friends of attendees and award winners are highly encouraged to attend the awards luncheon.
6. Host Chapter should provide a welcome packet for all attendees that contains the following:
 - a. Location and times for the all meetings and events
 - b. Location and times for the Hospitality Room
 - c. Information about local restaurants and attractions
 - d. Information and arrangement about any event for spouses attending
 - e. Maps and other information about the local area
7. Host Chapter determines the agenda and arrangements for the Saturday evening event. A chapter may elect to have some other kind of entertainment. Host Chapter should arrange the following for the events:
 - a. Post the colors by local organization (AFROTC, JRAFOTC, CAP CADETS) when available, preceding the salute to flag.
 - b. Invocation (often by host-chapter chaplain).
 - c. Host Chapter President presides at the evening event.
 - d. Host Chapter may arrange for the AFA National or State Leadership to present National and State level awards to their chapter and/or their members.
 - e. Host Chapter should coordinate with the State President about any opportunity to speak at the evening event.
8. Photos should be taken at all events at each quarterly meeting for appropriate meeting publicity with National and local media.
 - a.

7.0 Non-hotel guest participants.

Host Chapter should provide updated meeting information in the hospitality suite Friday night and the hotel front desk for those not staying at the hotel on the day of the meeting.

8.0 Spouses.

If the Host chapter arranges events for attendee spouses, that information should be available in the welcome packets and/or in the Hospitality Suite on the Friday night before.

9.0 Cancelled Meetings

Meetings scheduled for October through March may encounter weather that necessitates cancellation. The State president and the Host Chapter president will make the decision. All attendees will be notified by telephone and e-mail. The State President will notify the Executive Council and all others will be notified by the host chapter.

Attachment 1: Sample Reservation Form

DINNER AND MEETING INFORMATION AND RESERVATION FORM

**Quarterly Virginia AFA State Meeting
Saturday Xyz 26, 200X
Your Hotel, Yourtown, VA**

Hotel Reservations Information	
AFA Holiday	AFA Room Rate \$99 for 1 – 3 Dec 200X
1234 Jetway Blvd	Reservation Deadline: 15 November 200X
Yourtown, VA	757.123.4567
Note: Reservations must be made directly with hotel	

**** Hotel Reservations must be confirmed by Credit Card by X November 200X and made directly with the AFA Holiday Hotel.**

******* Advise the Hotel these room reservations are for AFA Virginia State Meeting *******

Please complete the Event Registration form and send this with your payment to the address on the bottom of this form. You may submit a pre-registration via fax or email. After submitting your preliminary registration, please forward your payment to confirm your booking at the address listed below.

Meal Registrations and Payment must be **RECEIVED NO LATER THAN CLOSE OF BUSINESS, Monday, November XX, 200X.**

Event Registration

Event	Cost	Number	Total Cost	Notes
Hotel Room	\$99/ AFA Rate	N/A	N/A	<input type="checkbox"/> Please check here if hotel reservations have been made.
Meeting	None	1	N/A	Continental Breakfast
Luncheon	\$XX	1	\$XX	Guest welcome
Dinner	\$YY	2	\$YY*2	Meal selections below
Meal Choice	Chicken	<input type="checkbox"/>		
	Beef	<input type="checkbox"/>		

Total Payment \$XX + \$YY

Member Name	
Guest Name	
Address	

Contact Information Phone or email	
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Event Information

Luncheon: Deli buffet: Ham, roast beef, turkey, salami, corned beef, cheeses, potato salad, slaw, pasta salad, assorted breads, cookies and brownies, tea, etc, etc - \$14.50

Banquet

Reception – 6 PM Dinner – 7 PM

Dinner: salad, choice of entrée, potato, vegetable, rolls, dessert, coffee or tea.

Chicken Persillee - breaded chicken breast in an herb marinade - \$16.75 or

Prime Rib – Angus beef cooked to perfection - \$22.25

Note: Make your dinner Entrée selection in the Event Registration Form above.

You may FAX or Email your Pre-registration, however your mailed Event Reservation and check payments must be received at address below No Later Than Close of Business November XX, 200X.

** Make Check Payable to: AFA ABCDE Chapter**

Mailing Address	E-Mail/Fax
POC	afaman@afa.member.org
Street Address	Telephone: 757.xxx.zzzz
AFA Town, Virginia	Fax: 757.xxx.aaaa