

Southeast Section 99s



Ninety-Nines

Committee SOPs

Southeast Section of the Ninety-Nines, Inc. Standard Operating Procedures for Committees

GENERAL INFORMATION

The Southeast Section 99s Committee Chairs shall be appointed by the Governor with the concurrence of the Board of Directors. Additional Committee members may be selected by the committee Chair or appointed by the Governor with the concurrence Board of Directors.

The term of the Committee members shall be two years and coincide with the term of the elected Board.

The committees are as listed below:

- a) Air Marking
- b) Awards
- c) Bylaws
- d) Education
- e) Flight Line Editor
- f) Membership
- g) Mommy pilots
- h) NIFA
- i) Nominating
- j) Scholarship
- k) Website / Media
- l) Ways and Means



Air Marking

The Air Marking Committee shall:

- a) Receive air marking requests and keep a log of requests and planned air marking requests

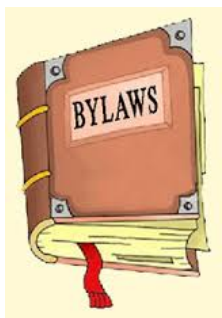


- b) Contact the International Air Marking Chair for complete instructions and air marking regulations
- c) Match chapters to compass rose or other air marking requests
- d) Refer a chapter who is conducting its first air marking to a mentor chapter who previously completed a project
- e) Direct chapters where they may acquire information about planning, obtaining supplies, and painting compass roses or other air marking requests
- f) Receive and compile reports and photographs of completed compass roses and other air marking projects
- g) Report to the SE Section semi-annually

Awards Committee

The Awards Committee shall:

- a) Suggest various awards for the SE Section Members
- b) List criteria for award eligibility
- c) Assist the Board in identifying eligible candidates
- d) Report to the SE Section semi-annually
- e) Submit names of outstanding SE Section members to the International Awards Committees, if applicable



Bylaws

The Bylaws Committee shall:

- a) Receive recommendations for bylaws changes from the Board and SE Section members
- b) Draft bylaws changes and recommend to the Board
- c) Review bylaw proposals with 99s legal counsel prior to submission to the members
- d) Report to the SE Section semi-annually
- e) If requested by the SE Section Board of Directors or a majority of members, the Section may submit to the International Bylaws Committee proposed amendments to the International Bylaws and/or Standing Rules that members wish to be changed

Education



The Education Committee shall:

- a) Recommend educational forum / seminar topics at section meetings
- b) Recommend educational forum / seminar topics at chapter meetings
- c) Collect and maintain a record of educational programs presented at chapter meetings and section meetings
- d) Report to the SE Section semi-annually

Flight Line Editor



The Flight Line Committee shall:

- a) Receive and collate articles and information for Flight Line publication
- b) Transmit publication to the Governor for distribution to members
- c) Report to the SE Section semi-annually.



Membership

The Membership Committee shall:

- a) Receive monthly membership reports from 99s headquarters
- b) Call new members and welcome them to the SE Section
- c) Follow up the telephone call with an e-mail providing information about the Ninety-Nines International website, the SE Section website, the next SE Section meeting, and invite them to join the SE Section Facebook group
- d) Assist new members in finding a Section Chapter to join
- e) After three months, follow up to make sure the member has integrated into the organization

- f) Call all Chapter Membership Chairs to encourage them to call those who are on *Hold* or *Standby* in their chapter and encourage them to renew their membership; if necessary, make calls to help chapter membership chairs
- g) Seek out new members and provide them with information about the organization and the application process
- h) Report to the SE Section semi-annually



Mommy Pilots

The Mommy Pilots Committee shall:

- a) Maintain the Mommy Pilots website
- b) Generate content for the Mommy Pilots Facebook group
- c) Explore and initiate other social media accounts for the Mommy Pilots, as necessary
- d) The Chair and one other committee member shall serve as Trustees on the Mommy Pilot Scholarship
- e) Explore various fundraising opportunities for Mommy Pilots Scholarship fund and make recommendations to the Board.
- f) Seek out new members and provide them with information about the organization and the Mommy Pilots Group
- g) Support moms with young children and help them attend 99s events
- h) Report to the SE Section semi-annually

NIFA (National Intercollegiate Flying Association)

The NIFA Committee shall:

- a) Communicate with SE Section members about who / when / where the NIFA events will be held
- b) Contact the local 99s chapter near the NIFA event and seek members to volunteer at the event
- c) Serve as a clearing house to help make connections for volunteer 99s to stay in the homes of local 99s
- d) Invite NIFA female participants to become members of the 99s if they are not already members
- e) Report to the SE Section semi-annually



APPLY NOW

Scholarship Committee

The Scholarship Committee shall:

- a) Seek out and maintain a list of scholarships that might be of interest to SE Section members
- b) Distribute scholarship opportunities to Chapter Chairs and to the SE Section Web mistress for inclusion on the SE Section website scholarship page
- c) Periodically review the scholarship page on the SE Section website for accurate and current information
- d) Receive and process AE Scholarship applications
- e) Provide assistance to the New Horizons Scholarship Committee
- f) Provide assistance to the Mommy Pilots Scholarship Committee
- g) Report to the SE Section semi-annually

Website / Media

The Website / Media Committee shall:

- a) Maintain the SE Section Website and other electronic communications tools
- b) Post information about the SE Section on the *SE Section Facebook Group*
- c) Explore and initiate other electronic media accounts for the SE Section, as necessary
- d) Report to the SE Section semi-annually



Ways and Means

The Ways and Means Committee shall:

- a) Explore various fundraising opportunities for SE Section and make recommendations to the Board
- b) Assist to bringing to fruition fundraising opportunities that have been approved by the Board
- c) Publicize approved fundraising opportunities
- d) Report to the SE Section semi-annually

