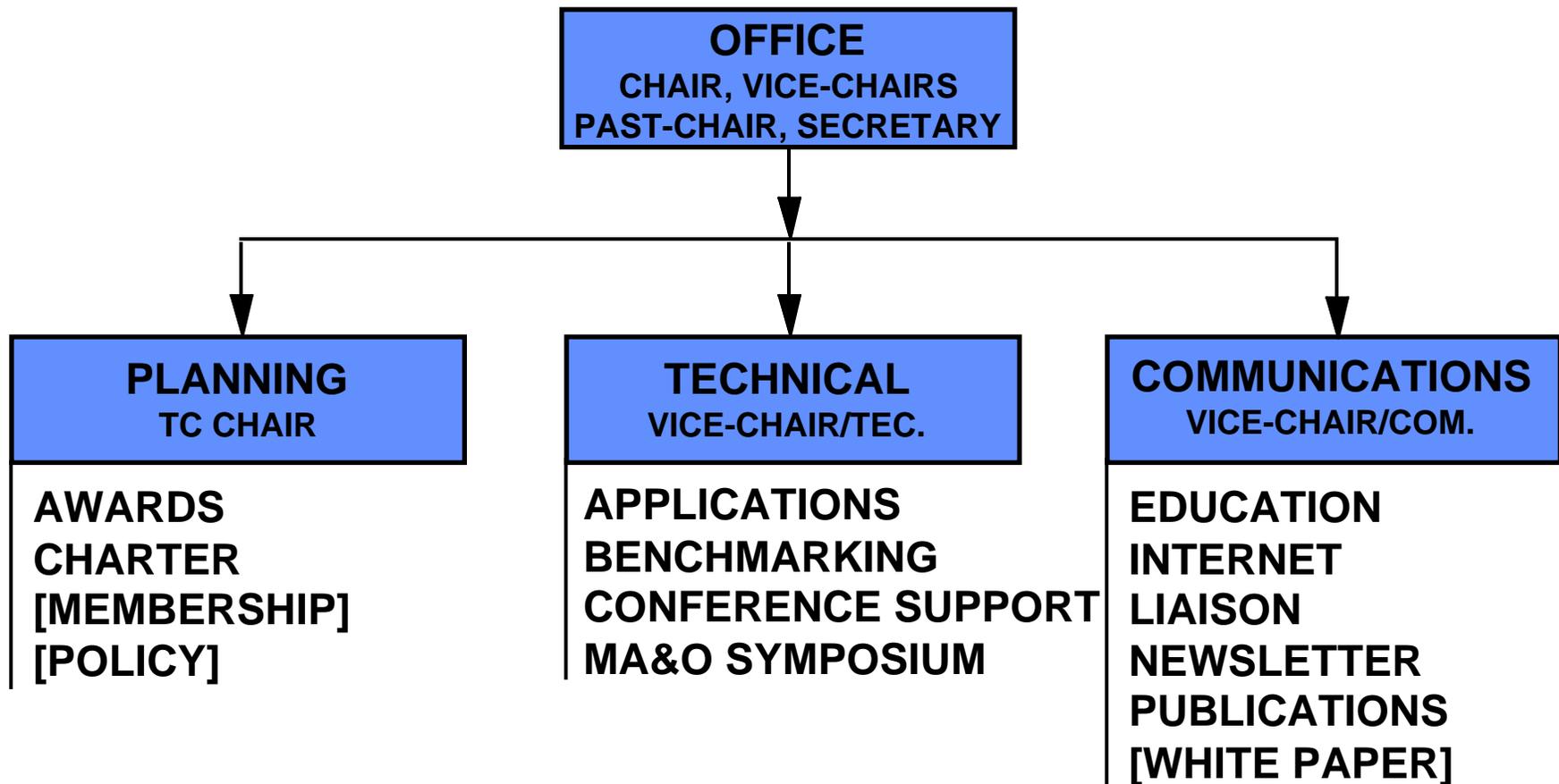


TC Operations/Proposed TC Structure



[] indicate subcommittees that are not in-place at this time

As approved at 18 Jan 1996 meeting, AIAA/ASM, Reno, NV

TC Operations /TC Chair

- Elected for 2 years from members who have at least one year of experience with the TC, in even years by SDM meeting prior to entering service at Fall meeting.
- Attend all TC meetings
- Run planning committee
- Interface with TAC and AIAA
- Run elections for chair, even years (next will be before SDM1998)
- Run elections for vice-chairs, even years, at the same time as the above (next will be before SDM 1996)
- Select subcommittee chairs from recommendations of vice-chairs, odd years
- Select subcommittee membership on recommendation of vice-chairs, review every year between Fall and Reno meeting, or when appropriate
- Present subcommittee reports for planning committee if chair absent

As approved at 18 Jan 1996 meeting, AIAA/ASM, Reno, NV

TC Operations/TC Vice-Chairs

- Elected for 2 years, in even years by SDM meeting, prior to entering service at Fall meeting
- Attend all TC meetings
- Coordinate Technical and Communications committees
- Lead subcommittees in reviewing their charters
- Stand-in for chair if absent
- Recommend subcommittee memberships
- Recommend subcommittee chairs
- Present subcommittee reports at meeting if subcommittee chair absent

As approved at 18 Jan 1996 meeting, AIAA/ASM, Reno, NV

TC Operations/Subcommittee Chair

- Appointed for 1 years by TC chair, every year by SDM meeting prior to entering service at Fall meeting, upon recommendation from vice-chair.
- Attend two out of three of all TC meetings, must have substitute fo the other meetings.
- Define, update subcommittee charter.
- Provide subcommittee information to webmaster.
- Run subcommittee business between meetings.
- Draft and present subcommittee written reports, submit to secretary.
- Recommend subcommittee membership to vice-chair.
- Recommend subcommittee chair upon leaving position.

As approved at 18 Jan 1996 meeting, AIAA/ASM, Reno, NV

TC Operations/Secretary

- Appointed by the chair for two years, in even years, by SDM meeting prior to entering service at Fall meeting
- Collect subcommittee reports, submit to webmaster within 30 days of meeting
- Deliver minutes of meeting to webmaster within 30 days of meeting

TC Operations/Membership

- Selected yearly at Reno meeting by membership subcommittee
- Membership is renewable, typically for up to 3 years
- Each member must participate actively in the activities of at least one subcommittee for continued membership

As approved at 18 Jan 1996 meeting, AIAA/ASM, Reno, NV

TC Operations/Calendar

