

Langley Alumni Association

Vice President & Programs Committee Responsibilities Membership Chair Committee Responsibilities

VP Programs and Membership Committees v6 080925 to Board.pptx

LAA By-laws Purpose

By-laws: *VP/Programs and/or Membership involved in almost every activity*

The purpose of this organization is to:

- a) Maintain relationships among former civil service and contractor associate employees, hereafter called Alumni, of the Langley Research Center (LaRC) of the National Aeronautics and Space Administration (NASA) and its predecessor, the Langley Memorial Aeronautical Laboratory (LMAL) of the National Advisory Committee for Aeronautics (NACA).
- b) Assist the LaRC to maintain contact with Alumni to the mutual benefit of the LaRC and the Alumni
- c) Encourage and facilitate Alumni involvement in activities benefiting students from elementary school through college to increase the students' ability to succeed in all educational opportunities.
- d) Recognize notable contributions with enduring impacts to the field of aerospace science.
- e) Encourage and facilitate interactions between Alumni and NASA personnel to make available Alumni experience and knowledge in the various disciplines and systems that could benefit NASA missions and to support the LaRC's outreach efforts.

Purpose and Proposed Outcome

Purpose of this discussion:

- Awareness of the responsibilities of the Vice President/Programs and Membership Committees
- Request for member participation for these 2 committees to successfully fulfill our by-law purpose and increase our outreach activities

Why a change in these committees:

- ***LAA involvement demand these past 2 years has required increased coordination time and effort that needs to be addressed or a decision made to scale back outreach and marketing activities***
- **Our past shows that our committees are only one deep.**

Proposed Outcome:

- *Vice President/Programs Committee:*
 - *Vice President focuses on monthly responsibilities (speakers and picnic/holiday activities) and oversight of Programs Committee for consistency*
 - *2 members focus on outreach (inside/outside of Langley) and additional social activities (tours etc)*
- *Membership Committee:*
 - *Membership Chair focuses on operations/badging*
 - *1 member focuses on marketing*
- *Options: Members-at-Large volunteer for the 3 positions or request assistance from all members*

Vice President & Programs Committee Responsibilities

By-law Document - Vice President: The Vice President shall carry out all powers and functions of the President in the absence of the President. The Vice President shall chair the Programs Committee unless otherwise directed by the Board. The Vice President shall further perform such duties as may be prescribed by the Board.

Policy and Procedures Document- Programs Committee: The Chair of the Programs Committee shall be the Vice President unless the President appoints another individual. The Programs Committee is responsible for scheduling speakers for the General Membership's meetings and organizing activities such as the Summer Picnic and Fall Luncheon as well as other activities as determined by the Board.

Vice President Responsibilities

- Coordinating meeting speaker's activities
 - Before meeting
 - Coordinate development of speaker list with President
 - Contact potential speaker to determine availability
 - Once a speaker is selected
 - Secure permission to record and publish presentation
 - Start process for visitor badge if needed
 - Collect biography and presentation information for website/Inside Langley communication
 - Collect speaker slides and forward for loading on to NASA computer
 - Continue email correspondence to ensure everything is in order with the speaker
 - Arrange Center or Facility tour for after meeting if appropriate
 - During Meeting
 - Meet speaker and escort to meeting if they are not familiar with NASA
 - Introduce speaker
 - After Meeting
 - Send thank you email to speaker
 - Upload pertinent information to Box
- Prepare monthly General Membership and Board meeting charts

Vice President & Programs Committee

- Organizing picnic/holiday luncheon
 - Arrange for permission to use cafeteria
 - Arrange with Cafeteria Manager for potential menu possibilities including vegetarian options
 - Survey select members on menu options
 - Finalize menu with Cafeteria Manager
 - Prepare Google Forms for RSVP; prepare emails to be sent out to LAA members
 - Coordinate with Treasurer on payment by individuals
 - Coordinate on visitor badge requests including follow up email to ensure they reply to info request from BPO
 - Prepare name tags for attendees
 - Help develop an “activity” for first part of picnic
 - Distribute name tags at picnic and ensure all remaining payments are taken care of
 - Organize group photo
 - Upload pertinent information to Box
- Oversight/Guidance of Program activities
 - Coordinate with President, Member Chair, NASA Liaison, and others to ensure program activities go smoothly
 - ***Currently, President and Vice President are processing of all program activities. Each Program activity event requires the same process as VP speakers/social event coordination.***

2025 Activities

Activity – Langley	Responsible Committee	2025 (Establish/Coordinate)
Monthly Meeting Speakers	Vice Pres (Prime)/President	Charlie & Kathy
HUNCH 2025 (date)	Programs	Charlie
OSTEM Engineering Career Day (March)	Programs	Email from Kathy/Charlie POC
Offboarding sessions (July-Aug)	Membership (Marketing)	Kathy
Career Day (July)	Programs/Membership	Kathy
Youth Day (Aug)	Programs	Kathy
Director’s Social (Dec)	Membership (Marketing)	Membership
Pizza Talks (Weekly)	Programs	Kathy
Marketing Materials for events/NASA buildings	Membership (Marketing)	Kathy, Rick, & Jessica (brochures) Buildings – no one
Members present one-pager on resources	President	Kathy (2 people have declined)
Add’l requests to help Langley (ex: Legacy talks)	Programs	No one

2025 Activities

Activity	Responsible Committee	2025 (Establish/Coordinate)
Outside Langley		
VASTS (Summer)	Programs	Kathy
VESSS (Summer)	Programs	Kathy
Viking Precedents & Culture (July)	Programs/President	Kathy & Dan P.
Upcoming Projects		
Emeritus Langley Associate (formerly DRA)	President/Vice President	President & Dave Hinton (E)/Kathy
Outings		
Flight Dynamics Research Facility	Programs	Kathy – carryover from 2024
Picnic	Vice President	Charlie
Holiday Luncheon	Vice President	Charlie

2024 Outreach Activities

- In 2024, attempted to jumpstart outreach activities via an Educational Outreach Ad Hoc Committee
- Activities:
 - LAA Team established and created the following statements:
 - The LAA Board recently stood up the Educational Outreach Ad Hoc Committee as we would like to develop an Educational Outreach and Engagement Plan that provides an opportunity for the LAA and its members to have a positive impact on education and outreach in the community (By-laws Article II).
 - Examples of areas that could be addressed in the Plan include:
 - Increased LAA member collaboration in LaRC Educational Outreach Activities and local schools' educational outreach activities,
 - LAA presentation of Book Award, signed by LaRC authors, to outstanding students during award ceremonies at Peninsula Schools,
 - Creation of a Scholarship Fund / Schools ask to fund specific activities
- Met with Langley representative in this area to piggyback on their contacts/activities
- Due to Langley OSTEM/Communication organization turnover, data requested was not received
- 2025 - Currently – working with Chelsea Chandler on some activities; awaiting NASA budget decisions

Instead of another committee, our need is people to join the Programs Committee.

Programs Committee (Vice President + 2 members)

- Vice President: Oversight and Guidance of Program activities
- Program responsibilities:
 - Support NASA Langley and outside Langley activities
 - Member outings (museums, inside Langley tours)
- Responsibilities include:
 - Seek out and investigate outreach program activities based on our by-laws
 - Working directly with sponsor coordinating volunteers/information distribution
 - Sending out sign-up forms (using google forms) & Distribution to LAA members
 - Coordinating responses with volunteers and sponsor
 - Working adjustments due to volunteer/sponsor changes
 - Following up with sponsor and volunteers (info to document event/experience for LAA members)
 - Upload pertinent information to Box

Membership Committee Responsibilities

P&P - Membership Committee

The Membership Committee, in cooperation with the Communication Officer and Treasurer, shall process membership applications, verify and document eligibility for membership, and manage the Activity Badge process and interface with NASA LaRC. The committee also works with NASA LaRC to advise new retirees about the Alumni Association and recruit new members. The Membership Committee is responsible for maintaining the membership roster.

Membership Committee (Membership Chair + 1 Member)

- Operational: Membership Chair
 - Process applications & welcome new members
 - Maintain the roster on Box
 - Manage the activity badging process and ad hoc visitor badges
 - Provide advice and problem resolution for members
- Prepare monthly General Membership and Board meeting charts
- Marketing
 - Recruit members (coordinate events/volunteers, provide materials)
 - Entry point for inquiries and informational replies
 - Maintain/Keep up to date marketing materials for membership events
 - Coordinate with Langley personnel on marketing activities (B2102 poster, info to contractors, table in cafeteria etc)
- Responsibilities:
 - Both roles involve close coordination with the President, Vice President, Treasurer, Communication Officer, our NASA liaison, other LaRC offices, and individual LAA members and applicants.

Next Steps

- Is there bandwidth within our Members-at-Large community to support these 2 Committees?
- Present to General Membership at September 9th meeting?
- Incorporate volunteers via nomination process or do this separate?