

NBAA Schedulers & Dispatchers Committee Guidelines
Revised January 2014

The NBAA Schedulers & Dispatchers Committee was founded to further the professional development and heighten awareness of the contributions made by scheduling and dispatch personnel. 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 Board of Directors and exists at its pleasure, as is provided in Article VI, Section 10, of the Bylaws. These guidelines were initially established January 2001. Revisions made since that time are outlined in the revisions summary at the end of this document

1. Every member of the NBAA Schedulers & Dispatchers Committee 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. All members of the Committee serve at the pleasure of the Chairperson. The Chairperson works to keep a healthy balance of Associate members to Corporate/Business members to ensure the number of Associate members not exceed number of Corporate/Business members.
3. Committee Term Limits: Associate members* will serve a maximum term of four years. Corporate/Business members** will serve a maximum term of seven years. All terms begin the year that the Committee Member starts and ends after the S&D Conference of their final year.

Effective in 2013, new Committee Members will initially be asked to join the Committee for 2 years. After two years the Committee Member can request of the Leadership Team that he or she would like to continue serving on the Committee for the duration of the term limits. A mutual decision will be reached between the Committee Member and the Leadership Team. (The Leadership Team consists of the Chairperson, Vice Chairperson, Immediate Past Chair, the NBAA Staff Liaison and anyone so designated by the Chairperson.)

When an Associate or Corporate/Business member is asked to be Vice Chair of the Committee, 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 three 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 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 an Associate or Corporate/Business member.

4. Committee Members must be employed by an NBAA member company and serve in the field of aviation, or be employed by an NBAA member aviation support company.

If a Committee Member has a change in job status, member must notify the Chairperson to reassess Committee status. If the job change takes member out of aviation, member must resign from the Committee.

5. Committee Members are expected to be respectful of fellow members when they are speaking. During meetings, Committee Members are expected to pay attention and keep sideline conversations to a minimum. If a disagreement arises within the Committee that cannot be resolved by discussion, the Committee may vote to settle the disagreement or table the issue for further discussion.
6. Committee Members are expected to meet all deadlines. If additional assistance is needed to meet a deadline, it is the individual member's responsibility to inform the Chair or Vice Chair well in advance of the deadline.
7. With few exceptions, Committee Members are expected to attend the S&D Conference and the following yearly scheduled meetings: 1) A conference site planning visit; 2) a planning meeting in Washington, DC; 3) an open and closed meeting at the NBAA Annual Convention; and 4) pre and post meetings at the S&D Conference. Members are expected to come prepared for all meetings, including any Sub-Committee assignments.
8. Committee members are expected to be respectful of the NBAA staff, understanding that this Committee is an extension of the NBAA. Everything we do as a Committee member is a direct reflection of the NBAA as an organization. Members will make every effort to add value to the NBAA, and to the individual companies who support them.
9. Committee members are not eligible to apply for or receive funds or other awards offered by the Schedulers and Dispatchers Committee. This includes, but is not limited to, the Schedulers and Dispatchers Scholarship Fund and Schedulers and Dispatchers Training Awards.
10. When assigned to coordinate a breakout session(s), Committee Members will complete the process as outlined in the session guidelines.

*** Please refer to the NBAA Bylaws for the definition of an Associate member and a Corporate/Business member.

Revisions history:

- revised in March 2001 to include term limit information
- revised in 2006 to include information regarding reapplying to the Committee
- revised in 2007 to establish policy regarding committee member eligibility for scholarships and awards
- revised in 2009 to address committee inactivity, to clarify committee member ratio and removed session responsibilities from this document
- revised in 2010 to address authorization of Leadership Team to request inactive status of a Committee Member
- revised in 2013 to note new introductory term limits for all new Members renewal to the maximum term limits allowed
- revised in Nov. 2013 to update 2014 term limit and general committee information