

Division Chief Responsibilities (at Council level):

- Responsible for calling and presiding over meetings of the Division
- Responsible for developing the agenda for the Division meeting
- Responsible for closing actions delegated to the Division from the Council
- Works with the Speaker to establish and maintain the policies and procedures for the Council of Directors operation
- Aids the Speaker in filling Board-directed committees and activities as requested by the Board or a Board-directed committee (ensures technical and societal excellence)
- Works with the Directors within the Division to establish and maintain the policies and procedures for the operation of the Division and underlying Groups
- Works with the Group/Regional Directors and committee chairs within the Division to support specific Board initiatives (supplies expertise to staff Board-directed committee projects/committees)
- Ensures integration among Division initiatives to avoid duplication/conflict
- Works with the Speaker in implementing the strategic vision set by the Board
- Ex-officio non-voting member of the Council
- Member of the Council Steering Committee
- Submits resolutions from their Division to the Council for consideration for presentation to the Board
- Works with the Chiefs of the other Council Divisions on developing cross-cutting activities to better engage the membership, and expand membership across geographic, technical, integration, and outreach areas
- Provides oversight as needed and insight as appropriate for Group/Regional and Committee/Section activities
 - Awards, K–12 STEM outreach, professional development, forum element development, etc.
- Ensures the policies and procedures required for the conduct of their Division business are maintained
- Ensures the Division-, Group-, and Committee-level leadership training is maintained

Division Chief Responsibilities (at Division level):

- Coordinate activities between Groups (TAD/IOD) and Regions (READ) to include sharing of ideas, projects, and best practices
- Works with the other Chiefs to ensure that regional, technical discipline, and integration activities are properly aligned and working together
- Represents/advocates for Division interests/involvement in the development and execution of AIAA forums
- Works with the Group/Regional Directors on developing initiatives for cross-discipline integration/programmatic and societal interface/outreach activities

General Division Chief Time commitment:

- Estimated to be about 10–12 hours per month, plus attendance at Division and Council meetings.