

## **President Elect/Goddard Dinner Chair**

### **Qualifications:**

- The President Elect/Goddard Dinner Chair will be a member in good standing who has demonstrated commitment, active service and leadership to the National Space Club and Foundation, and who is committed to furthering the Club's mission.
- The President Elect/Goddard Dinner Chair must have served in at least either two consecutive terms in one position or in two other officer positions (a minimum of four years of service to the Club).

### **Expectations:**

- The President Elect/Goddard Dinner Chair is responsible for overseeing all aspects of the planning and execution of the Club's annual Dr. Robert H. Goddard Memorial Dinner (hereafter referred to as "the Dinner"), honoring the memory of this leading American space pioneer, to be held on or about March 16 in every year (the date in 1926 of the first flight of Dr. Goddard's liquid fueled rocket). The purpose of the Dinner is to present the Club's annual achievement awards, including the Goddard Trophy, to raise funds for the Club's youth education programs, and to bring together aerospace leaders in industry, government, non-profits and academia for networking and discussion.
- In planning the Dinner, the President Elect/Goddard Dinner Chair is expected to work with the Club's management staff to ensure that the Dinner is executed in an efficient, ethical and professional manner, that reflects the Club's objectives and goals, furthers its reputation, and provides opportunities for participation for the general membership.
- The President Elect/Goddard Dinner Chair is expected to understand the responsibilities of the President and be able to perform these duties in the President's absence.

### **Election:**

The President Elect/Goddard Dinner Chair is elected annually by the Club's membership.

### **Term:**

The President Elect/Goddard Dinner Chair will serve for a one-year term, consistent with the Club's fiscal year, which begins on July 1 of each year.

### **Roles and Responsibilities:**

- The President Elect/Goddard Dinner Chair will create, manage and lead the Dinner committee, including the Club's management staff, President and Awards Chair, to plan and execute the event.
- The President Elect/Goddard Dinner Chair will work with the Club's management staff in communicating Dinner planning and execution information in a timely manner to the Executive Committee and the general membership.
- The President Elect/Goddard Dinner Chair will serve as a point of contact for the Club's membership about any questions or concerns that arise pertaining to the Dinner's planning or execution.
- In case of the absence or disability of the President, the President Elect/Goddard Dinner Chair shall perform the duties of that office.

- The President Elect/Goddard Dinner Chair will fill the position of President at the completion of the President's one-year term.
- In order to allow for a smooth transition between administrations, before leaving office, the President Elect/Goddard Dinner Chair will educate the incoming President Elect/Goddard Dinner Chair about duties and tasks needed to assure a well-executed Dinner.

**Membership:**

The President Elect/Goddard Dinner Chair is expected to pay annual dues promptly and to remain a Club member in good standing.

**Removal from Office:**

As per the Club by-laws, the President Elect/Goddard Dinner Chair can be removed at any time with a majority vote of the Executive Committee.