

## **Vice President for Aerospace Education**

The Vice President for Aerospace Education is an appointed position by the Chapter President. He/She is the primary person responsible for developing and conducting Chapter aerospace education programs.

Responsibilities include:

- Conduct the Chapter's Teacher of the Year (TOY) program
  - Contact local schools and advertise the TOY program
  - Solicit nominees from schools and Chapter members
  - Convene a TOY selection committee and select one TOY each year
  - Draft and send a congratulatory letter to the winning teacher notifying them of their selection
  - Provide Chapter TOY selection package (application and any supporting documentation) to the Chair of the Colorado Aerospace Education Foundation (CAEF) for consideration for the State TOY. The CAEF selects the State TOY from inputs from all State AFA Chapters.
  
- Conduct the Chapter's Scholarship Program
  - Draft any required correspondence
  - Develop and maintain scholarship application
  - Develop scholarship application process
  - Work with VP for Communications to get scholarship announcement in Chapter newsletter and on website
  - Convene Scholarship Selection Committee
  - Compile scholarship applications review packages for Selection Committee
  - Develop scoring criteria and provide to Selection Committee
  - Announce scholarship winners (obtain SSNs for IRS tracking purposes)
  - Provide winners' names to VP for Communications for the Chapter newsletter
  - Invite scholarship winners and families to a Chapter meeting for Presentation
  
- Conduct the Visions Program
  - Work with AFA National and USA Today to locate and sign up local schools for the Visions Program
  
- STEM Programs
  - Maintain liaison with the Challenger Learning Center to continue to sponsor one class per year

- Maintain liaison with the Team America Rocketry Challenge (TARC) to sponsor the local team each year.
- Maintain liaison with the local CAP chapters to identify how the chapter can support them in STEM projects

-Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job