American Institute of Aeronautics and Astronautics

Integration and Outreach Division

(IOD)

Operating Procedures

2024

Prepared by the AIAA Integration and Outreach Division

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1.0   Introduction

The Integration and Outreach Division (IOD) was established in the AIAA Bylaws and is one of the three Divisions within the Council of Directors. The three Divisions include a Regional Engagement Activities Division (READ), a Technical Activities Division (TAD), and an Integration and Outreach Division (IOD). Together, these three Divisions administer and manage membership activities: READ is based on geographic distribution of members, TAD is based on technical interests of members, and IOD is based on professional interests of members.

The Integration and Outreach Committees (IOCs) are the heart and muscle of AIAA's cross-discipline integration/ programmatic and societal interface/ outreach activities. These Committees cover all programmatic and societal interests of the Institute. The IOD's role is to help organize and coordinate the efforts of the various IOCs to facilitate these activities.

2.0   Purpose

Per the AIAA Bylaws, the IOD is established for the purpose of coordinating activities among Integration and Outreach Groups, as well as make the Council of Directors and Board of Trustees aware of any ideas and/or issues the IOD Groups may bring forward.

The IOD cultivates professional interests of members encompassing cross-discipline integration/ programmatic and societal interface/ outreach activities of the institute. Its purpose is to verify that all such activities are appropriate to, and in the best interest of, the AIAA membership, and to suggest the generation of new activities in the same vein. An assigned AIAA staff member supports the day-by-day activities of the IOD.

The IOD has the overall responsibilities (subject to Council of Directors and Board of Trustees approvals) for management of IOC activities, including development and recommendations for policies and procedures relating to matters concerning programmatic and societal activities, recommendations for the formation or dissolution of IOCs and Communities of Interest (COIs), and establishment of Working Groups (WGs).

The IOD also has the responsibility to ensure integration and outreach across Divisions, working closely with READ and TAD, to ensure comprehensive and integrated ideas, activities, products, and solutions in a complementary manner.

3.0   Organization

3.1   Organizational Chart

Refer to the most recently published **IOD Organizational Chart**.

A review of the published **READ Organizational Chart** and **TAD Organizational Chart** will help to develop a full understanding of the three Divisions within the Council of Directors.

The organization structure in its simplest form is shown in Figure 1, and the following sections describe the corresponding relationships between the IOCs, the Groups, and the IOD.
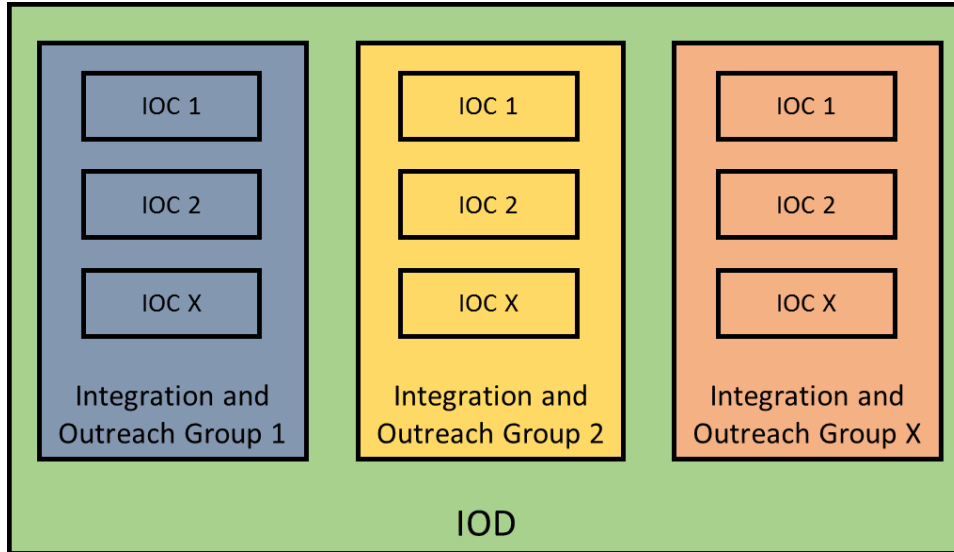

Figure 1. Relationship between the IOCs, Groups, and IOD

3.2   Integration and Outreach Committees (IOCs)

Each IOC consists of members whose interests are particularly oriented toward a specific program or broad discipline within aeronautics or astronautics or toward closely related fields that contribute significantly to aeronautics or astronautics. Refer to the **Integration and Outreach Officer Manual** for details.

3.3   Integration and Outreach Groups

IOCs of related interests are organized into Groups, to facilitate cooperative efforts between the various programmatic and/or societal activities. Each Group is led by a Director. Group Directors may appoint Deputy Director(s) to assist with performing his/her responsibilities as needed. Refer to the **Integration and Outreach Director/ Deputy Director Manual** for details.

3.4   Integration and Outreach Division (IOD)

The IOD is led by a Chief. The IOD Chief serves to represent and manage IOD membership to aid in filling Board of Trustee directed committees and activities, as well as to ensure IOD membership interests, ideas, and activities are brought before the Board of Trustees. The IOD Chief may appoint one of the Group Directors to serve as Deputy IOD Chief. In this capacity, the Deputy IOD Chief will assist the IOD Chief in performing his/her responsibilities as needed. Refer to the **Bylaws** for details.

4.0   Operation

4.1   Integration and Outreach Committees (IOCs)

Each IOC should have at least one face-to-face meeting during the year. These meetings may be conducted in conjunction with an AIAA-sponsored forum, at AIAA Headquarters in Reston, Virginia, or at alternate facilities provided by the IOC members. The IOCs should also meet virtually throughout the remainder of the year on a specified frequency (e.g., once per month).

IOC activities are coordinated and administered via the IOC Chair, with assistance from AIAA Staff.

Meeting agendas are created and distributed by the IOC Chair in advance of each Committee meeting. The IOC Chair will keep adequate records of all meetings, including but not limited to: meeting agendas, meeting minutes, individual action items, status of reports and presentations (drafts and final versions), and any additional relevant documentation.

The IOC Chair, with assistance from AIAA Staff, will place relevant documentation on the Division's AIAA Engage site portal for virtual access.

IOCs are encouraged to involve READ and TAD communities, as appropriate and as much as possible, to ensure good communication and integration across Divisions.

4.2   Integration and Outreach Groups

Each Group Director should have at least one face-to-face meeting during the year with their IOC Officers. These meetings may be conducted in conjunction with an AIAA-sponsored forum, at AIAA Headquarters in Reston, Virginia, or at alternate facilities provided by the IOC members. Each Group Director should also meet virtually with their IOC Officers throughout the remainder of the year on a specified frequency (e.g., once per month).

Group activities are coordinated and administered via the Group Director, with assistance from AIAA Staff.

Meeting agendas are created and distributed by the Group Director in advance of each Group meeting. The Group Director will keep adequate records of all meetings, including but not limited to: meeting agendas, meeting minutes, individual action items, status of reports and presentations (drafts and final versions), and any additional relevant documentation.

The Group Director, with assistance from AIAA Staff, will place relevant documentation on the Division's AIAA Engage site portal for virtual access.

Groups are encouraged to involve READ and TAD communities, as appropriate and as much as possible, to ensure good communication and integration across Divisions.

4.3   Integration and Outreach Division (IOD)

The IOD leadership should have at least one face-to-face meeting during the year with their Group Directors, Deputy Directors, and appointed AIAA Staff. These meetings may be conducted in conjunction with an AIAA-sponsored forum, at AIAA Headquarters in Reston, Virginia, or at alternate facilities provided by the IOD members. The IOD should also meet virtually throughout the remainder of the year on a specified frequency (e.g., once per month).

IOD activities are coordinated and administered via the IOD Chief, with assistance from AIAA Staff.

Meeting agendas are created and distributed by the Chief in advance of each IOD meeting. The IOD Chief will keep adequate records of all meetings, including but not limited to: meeting agendas, meeting minutes, individual action items, status of reports and presentations (drafts and final versions), and any additional relevant documentation.

The IOD Chief, with assistance from AIAA Staff, will place relevant documentation on the Division's AIAA Engage site portal for virtual access.

The IOD is encouraged to involve READ and TAD communities, as appropriate and as much as possible, to ensure good communication and integration across Divisions.

5.0   Revisions

The IOD has the authority to revise portions of this document that are not contained with the Bylaws. The document should be reviewed not less than every three years or within one year of an update to the AIAA Mission statement.