

Vice President Interview

4:40 - telling about AIAA

- ~ mainly for aerospace & mechanical majors, but any major can join. Vice President is electrical
- ~ have ^(s) projects that allow hands on experience, to help with the majors to get experience _{before} enrolling in classes or internships.
- ~ workshops to better understand engineering programs such as solid works & MATLAB
- ~ industry tours

5:38 - network question

- ~ ~~is~~ helps you to keep up to date with whats going on in the area
- ~

0:63 - becoming a member (Vice President)

- joined 2 yrs ago, via friend
-

00:30 - how she became VP

- ~ throw vote of the members, last spring were elections, had general meeting 1st were people would nominate themselves, then two more people would have to back up the nomination
- ~ have to write the plans they have, then give a brief speech at next mtg. then voting was open for a week
- Process for writing the essay
 - started with a broad sense, w/ bullet points of what she thought was important, then chose to expand on the ones that she thought ~~would be~~ would be more important to the members, and address any issues that the organization was experiencing

2:20 - previous president reviewed it to make sure it sounded good and hit all the major information

2:27 - reading + writing within the community

- everyday the National chapter sends out a lots of different articles about AIAA, ~~met~~ news (aerospace)
- use that info for newsletter
- be aware of other events going on

3:17 - how VP communicates to members

- uses email or inperson

3:40 - considers President authority

- President contacts companies ~~the~~ and professors via Email to have them come speak to the members

~ secretary

- sends mass emails out
 - works on newsletter
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Website Information

- use webstarts application; auto website maker
- Page 1 (Home Page) - promo video, group picture to show activity, main event box that has the most important info, and at the bottom of the page is a calendar showing all the up coming events.
- use webstarts b/c you don't have to know lots about creating websites + easy to pass on to new leadership when they join.
- very inexpensive
- able to embed paypal links

- talking to officers individually is more casual
- more formal when addressing the group in the messages (slack)
- lots more formal when sending out the mass email. (includes professional signature)

Project Lead

Interview

- track budget with Excel on google drive b/c you can share it with everyone in the group and everyone can edit it at the same time
- use group ~~message~~ message with his group
- 3:00 - how he became a member
was assistant 1st jr year
then became Lead SR year

Newsletter

Interview

- 0:25 - Member information of current updates
~ flyers attached to it
~ story of whats happening in the aerospace community
- 1:10 - tone of newsletter is inviting & information
- 1:40 - ~~choose~~ chose things that are relevant to what is going on
~ take out anything that might cause controversy / anything political / religious views
- 1 - choose 1 story out of AIAA national newsletter that fits their guidelines
- 8:30 - at Eboard meetings everyone says what needs to be told to members, executive ~~decisions~~ decisions
- published once a week
- use mailchimp
- Sucks (lol) - helps to reach mass medium of people
- 5:30 - 1,200 subscribers
~~200~~
1115 - open
50 - read them

Facebook + Mass Email

- 2 ways of using email as a way of communication
 - ~ use standard gmail to AIAA email to send out information
 - ~~most~~ everyone can write them
 - ~ use Mailchimp for newsletter
 - over 1,000 people subscribed to Newsletter
 - gives lots of data about who opens the email, how long someone reads it for
 - issues with it that lots of the emails get put in peoples spam b/c its a 3rd party way to send emails out
 - Facebook is the most active social media platforms
 - Instagram post pictures of events that have happened
 - Twitter - tweet about any events coming up
 - Facebook - an open like page for anyone can like it, share upcoming events can create event invites
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Officer Communication

- 40 officers
- use slack; website or app
- ~~easy~~ have channel for each separate project so all the people working on each project can talk to each other ~~of~~
- have general channel where people post upcoming ~~from~~ information, any questions people may have
- have another channel so people can meet new members and hang out outside the club
- easy to share photos w/ slack
- can also do direct messages
- keeps personal life from school life
- ~ disadvantage - people have to download the app and have to want to hear about it and you can't force people to get it
 - people can just ignore it + not sign up