

ACI-NA Air Cargo Committee Participation Plan

1) **Committee Name:**

- a) ACI-NA Air Cargo Committee

2) **Committee Purpose:**

- a) To share ideas and exchange information among fellow Air Cargo professionals.
- b) To initiate and complete an Annual Work Plan of projects that will benefit the Airport industry as it relates to Air Cargo business matters.
- c) To actively provide the ACI-NA Board and other ACI-NA Committees with input to key financial and business legislative and/or policy matters, and to coordinate selected initiatives.
- d) To assist ACI-NA with the coordination of the ACI-NA Air Cargo Conference each year.

3) **Committee Officers/Leadership Team:**

- a) **Chair** – Two year term and must be an Airport employee.
- b) **Vice-Chair** – Two year term and must be an Airport employee. The Vice-Chair will become the Chair in the following year subject to an affirmative vote of the majority of the current leadership.
- c) **Second Vice-Chair** - Two year term and must be an Airport employee. The Second Vice-Chair will become the Vice-Chair in the following year subject to an affirmative vote of the majority of the current leadership.
- d) **Immediate Past Chair** – Two year term and must be held by the previous year's Chair.
- e) **Associate Member Representative** – Two year term and will be appointed at the Annual Meeting by an affirmative vote of the majority of the current leadership.
- f) **At-Large Member** – Two year term and must be an Airport employee. There are three positions for At-Large Members on the leadership team, with one reserved for a Canadian airport, if they so choose. Each At-Large member is nominated or self-nominated to the position, and will be appointed by majority vote of the current leadership.
- g) **Board Liaison** – Appointed by the ACI-NA Chairman each year.
- h) **Commissioner's Liaison** – A member of the Commissioner's Committee may be nominated by that Committee to serve as a liaison between the Air Cargo Committee and the Commissioner's Committee.

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4) Committee Membership:

- a) Any employee of an Airport Member or Associate Member of ACI-NA can join the Air Cargo Committee by notifying the appropriate ACI-NA support person who will place them on the distribution list.

5) Committee Meetings:

- a) The Air Cargo Committee shall meet two times per year at the ACI-NA Annual Conference and the annual Air Cargo Conference, and may meet (virtually) more frequently as determined by the Committee Officers/Leadership Team.

6) Nomination Process –

- a) By August 15 of each year, an ad-hoc Nomination Committee, chaired by the Immediate Past Air Cargo Committee Chair, shall request ACI-NA to circulate a request for nominations for the open Officer/Leadership positions.
- b) The Nomination Committee shall be chaired by the Immediate Past Chair of the Air Cargo Committee and shall include the Air Cargo Committee Chair, Vice Chair, Second Vice Chair, Associate Member Representative and up to two additional committee members.
- c) Any Air Cargo Committee member may nominate a committee member for any open position(s) to be an Officer or Associate Member Representative.
- d) The Nomination Committee shall review the candidates and make decision on the position at the Annual Conference. If more nominations are received than there are spots available, then the Nomination Committee shall make recommendations based on the person's experience, size of airport, type of business, diversity, etc.
- e) An announcement of elected Officers and Associate Member Representative will be given at the Air Cargo Committee Meeting at the ACI-NA Annual Conference.
- f) Terms shall run from January 1 through December 31 each year.
- g) If the Chair resigns during the year, then the Vice Chair will assume the Chair position for the remainder of that term, and may serve in this position for an additional year.
- h) If the Vice Chair resigns during the year, then the Second Vice Chair will assume the Vice Chair position for the remainder of that term, and may serve in this position for an additional year.
- i) If the Second Vice Chair resigns during the year, then a special election may be held for that position. The Nomination Committee shall handle this process as discussed above. The vote may be handled through email or conference call.

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7) Air Cargo Committee Steering Group:

- a) The Air Cargo Committee Steering Group is comprised of the ten committee officers.
- b) The Steering Group shall meet a minimum of two times per year: at the ACI-NA Annual Conference, and the annual Air Cargo Conference. ACI-NA staff will give advance meeting notice which shall be open to any committee member that wishes to attend.

8) Working Groups:

- a) Initially, there shall be one Working Group of the Air Cargo Committee. A brief description of their mission follows:
 - i) The Air Cargo Professional Guide serves as an add-on to the Air Cargo Guide and is a checklist detailing specific day to day tasks for air cargo managers. The document is especially useful for recently hired air cargo professionals with no prior industry and/or airport experience. Additionally, it can serve as a hiring document for human resources professionals.
- b) New Working Groups may be initiated as deemed necessary by the Air Cargo Committee Officers/Leadership Team based on the annual work plan.
- c) An Annual Work Plan will form the basis of the Committee's work product. Topics will be selected and prioritized by the Committee and reviewed by the Steering Group to ensure relevance to the greatest number of Airports.
- d) Working Groups may be discontinued or inactivated if there are no pertinent issues to be discussed or the working group does not have an Annual Work Plan.
- e) Working Groups shall have a chair, who will be appointed by the Officers/Leadership Team. Working Group chairs may serve for up to three years. The Working Group Chair will be responsible for identifying an Annual Work Plan for the Working Group and presenting the Work Plan and progress reports at the Committee meetings.
- f) All Air Cargo Committee Officers are strongly encouraged to actively participate in at least one Working Group or designated project.
- g) Any member of the Air Cargo Committee may request to participate in a Working Group.