



**THE INSTITUTE OF NAVIGATION**

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**COUNCIL POSITIONS  
DESCRIPTION**

# THE COUNCIL

## Membership

The Council is composed of the President, Executive Vice President, Treasurer, Chairs of all standing committees, Regional Vice Presidents, the elected member at large from each Region, the elected two members at large representing each area of interest, Division Chairs, Section Chairs, and all active (attended at least one Council Meeting within the past three years) past Presidents. Other past Presidents are ex-officio (inactive) Council Members.

## Duties, Responsibilities and Authority

1. Serves as the board of directors of the corporation of The Institute
2. Makes serious commitment to participate on at least one Council meeting per year
3. Attends Council meetings prepared and informed about the issues on the Agenda (*i.e.*, staying informed about Committee matters, review Board minutes and other materials prior to Council meetings)
4. Contributes to meetings by expressing one's point of view with the best interest of the Institute in mind
5. Makes policy decisions affecting The Institute
6. Approves the annual budget of The Institute
7. Safeguards the funds of The Institute
8. Establish, regulates and abolishes national committees
9. Establish, regulates and abolishes Sections and Divisions
10. Makes appointments authorized by these Bylaws
11. Elects Fellows of The Institute
12. Has the power to censure, suspend, expel or request the resignation of any member for cause
13. Establish, regulates and abolishes national awards, grants and fellowships
14. Reviews the operation of The Institute, its officers, National Office, Committees, Sections, Divisions and Regions
15. Makes rules not inconsistent with Articles of Incorporation and Bylaws
16. Amends Bylaws as provided by Article XVI Section 3
17. Establishes allowances for expenses for individuals whose official Institute duties required such expenditures
18. Assists the Officers in providing oversight on Institute's future direction
19. Represents the best interest of the Membership in Council deliberations
20. Identifies and recruits new members to strengthen the Institute

# EXECUTIVE COMMITTEE

## Membership

The Executive Committee is composed of the President, Executive Vice President, Treasurer, the two Regional Vice Presidents, the Satellite Division Chair, and the immediate past President. The presiding officer shall be the President or, in the President's absence the Executive Vice President.

## Duties, Responsibilities and Authority

1. All duties and responsibilities of the Council are delegated to the Executive Committee when the Council is not in session with the following exceptions:
  - a. Approval of the annual budget of The Institute
  - b. Establishing, regulating and abolishing Sections and Divisions
  - c. Election of Fellows of The Institute
  - d. The power to censure, suspend, expel or request the resignation of any member for cause
  - e. Establishing, regulating and abolishing National Awards, grants and fellowships
  - f. Amending Bylaws
  - g. Serving as the board of directors of the corporation of the Institute
2. Determine its own rules, consistent with the Bylaws, and determines the numbers constituting a quorum
3. Acts for and on behalf of the Council and performs such other functions as authorized by the Bylaws or the Council

# PRESIDENT

## Basic Functions

The President is the chief executive officer of The Institute, the Chair of the Council and the Chair of the Executive Committee. The President presides at all meetings of The Institute, the Council and the Executive Committee and is an ex-officio member of all other national committees of The Institute except the Nominating Committee. The President exercises personal leadership in the motivation of other officers, board members, committee chairs, committee members, membership, and influences the establishment of goals and objectives for the organization during the term of office. The President works in partnership with the Executive Vice President.

## Duties, Responsibilities and Authority

1. The President exercises general supervision of the affairs of The Institute
2. Presides at all ION meetings, the Council and the Executive Committee
3. Exercises overall management and supervision of the National Office. Performs annual performance reviews and evaluations of Technical Director and Director of Operations
4. Represents the ION at all official functions
5. Keeps the membership informed of news and activities through the ION's Publications
6. Assigns liaisons to represent the Institute with other organizations
7. Oversees nominations, elections and removal of officers in accordance with the provisions of Article V of the ION Bylaws and circulates to the Council members a petition for removal from office if needed
8. Reports to the outgoing Council and to the membership on the activities of the Institute
9. Appoints ballot tellers as required
10. Notifies the President-elect of the election results and all successful and unsuccessful candidates.
11. Acts as the custodian of the Articles of Incorporation, the Bylaws, the corporate seal, the records, accounts and property of the ION
12. When term expires serves as Immediate Past President on the Executive Committee, Chairs the Nominating Committee and New Initiatives Committee and is a member of the Strategic Planning Committee
13. A stipend of \$5,000 is available for the President's term; the stipend may be used in any way the President deems necessary; the Treasurer will budget per year for this purpose

# EXECUTIVE VICE PRESIDENT

## Basic Functions

The Executive Vice President serves as a member of the Executive Committee. He or she supports the President in fulfilling the goals and objectives of the Council by providing continuity to established programs and formulating future programs for his or her own presidency.

## Duties, Responsibilities and Authority

1. Assists the President as directed
2. Coordinates the activities of the Technical Committees
3. In the absence of the President, shall perform the duties and exercise the authority of the President
4. Succeeds the office of President, if the office becomes vacant
5. Reports annually to the outgoing Council on their activities for the preceding year
6. Chairs the Strategic Planning and the ION Conference Committees
7. Transitions to position of President

# TREASURER

## Basic Functions

The Treasurer serves as a member of the Executive Committee, ensures the integrity of the fiscal affairs of the Institute and assists the President in the performance of his/her duties.

## Duties, Responsibilities and Authority

1. Supervises the financial affairs of The Institute and is the custodian of the funds of the Institute
2. Reports on the financial condition of the Institute at meetings of the Council and the Executive Committee and at other times when called upon by the President
3. Submits an annual budget to the Council for approval at its winter meeting
4. Oversees the collection and disbursement of the Institute funds
5. Has authority to sign checks
6. Makes, with the assistance of the National Office, a monthly summary financial report to the President with copies to the Executive Committee and the Chair of Finance Committee
7. Reviews The Institute's 941 quarterly employee tax filings to ensure payroll was consistent from one quarter to the next.
8. Submits an annual audit conducted by a recognized auditing firm at the end of each fiscal year
9. Helps to formulate goals and ideas for the financial benefit of The Institute of Navigation
10. Reviews financial viability of the organization along with others to strengthen its position currently and in the future
11. Reviews strategic plan annually for budgetary needs
12. Ex-officio member of the Finance Committee

# REGIONAL VICE PRESIDENTS

## Basic Functions

Each Regional Vice President serves as a member of the Executive Committee and assists the President in the performance of his/her duties. Each Regional Vice President is the chief executive officer of their Region. Under the direction of the Council, the Regional Vice Presidents exercise general supervision of the affairs of their Region, including the Sections within the Region

## Duties, Responsibilities and Authority

1. Develops and recommends policies and procedures relating to matters concerned with Section and Regional activities in the areas of programs, activities, finance and organization
2. Reports annually to the outgoing council on the activities of their Region and its Sections during the preceding year
3. Keeps the Awards Committee informed of all major Section Awards
4. Assists the Institute and the regional Council Members-at-Large in the formation of new Sections within the region.
5. Visits the Sections within the Region
6. A stipend of \$1,500 is available for each Regional Vice President. The stipend is to be used to visit the sections in the respective regions

# REGIONAL COUNCIL MEMBERS - AT - LARGE

## Basic Functions

Council Members-At-Large represent their regions on Council

## Duties, Responsibilities and Authority

1. Assists the Regional Vice President in exercising supervision of the affairs of their Region
2. Advise and assist Sections with Membership Recruitment and Retention
3. Promotes the organization of new Sections within their Region
4. Assists the Meeting Chair and National Office as requested in the coordination of all National Meetings in their Region

# AIR REPRESENTATIVE

## Basic Functions

The Air Representative serves as a member of Council and as a co-chair of the Technical Committee on Air Navigation.

## Duties, Responsibilities and Authority

1. Assists the Conference Committee and Program Chairs in identifying new topics, Session Chairs and technical papers with emphasis air navigation; timelines for the Institutes' conferences will be provided and conference committee meetings will be by e-mail or conference call. The approximate schedule for conference committee meetings is May for the International Technical conference and November for the Satellite Division's GNSS meeting.
2. Identifies and communicates to the President and the National Office both new and expanding air navigation technologies, policies and programs that have the potential significant Institute involvement
3. Assists the Editor of the ION Newsletter by writing newsletter articles or by providing ideas for new items related to air navigation
4. Works with the Editor of the ION Journal NAVIATION in obtaining manuscripts that cover operational or policy issues in air navigation
5. Assist in answering inquiries to the National Office and Council on air navigation

# LAND REPRESENTATIVE

## Basic Functions

The Land Representative serves as a member of Council and as a co-chair of the Technical Committee on Land Navigation.

## Duties, Responsibilities and Authority

1. Assists in answering inquiries to the National Office and Council on land navigation
2. Assists the Conference Committee and Program Chairs in identifying new topics, Session Chairs and technical papers on land navigation; timelines for the Institutes' conferences will be provided and conference committee meetings will be scheduled by e-mail or conference call. The approximate schedule for conference committee meetings is May for the International Technical conference and November for the Satellite Division's GNSS meeting.
3. Assists the Editor of the ION Newsletter by providing ideas for Newsletter articles related to land navigation
4. Identifies both new and expanding land navigation technologies and programs that have the potential for significant Institute involvement

# MARINE REPRESENTATIVE

## Basic Functions

The Marine Representative serves as a member of Council and as a co-chair of the Technical Committee on Marine Navigation.

## Duties, Responsibilities and Authority

1. Assists in answering inquiries to the National Office and Council on marine navigation
2. Assists the Conference Committee and Program Chairs in identifying new topics, Session Chairs and technical papers on marine navigation; timelines for the Institutes' conferences will be provided and conference committee meetings will be scheduled by e-mail or conference call. The approximate schedule for conference committee meetings is May for the International Technical conference and November for the Satellite Division's GNSS meeting.
3. Assists the Editor of the ION Newsletter by providing ideas for Newsletter articles related to marine navigation
4. Identifies both new and expanding marine navigation technologies and programs that have the potential for significant Institute involvement

# SPACE REPRESENTATIVE

## Basic Functions

The Space Representative serves as a member of Council and as a co-chair of the Technical Committee on Space Navigation.

## Duties, Responsibilities and Authority

1. Assists in answering inquiries to the National Office and Council on space navigation
2. Assists the Conference Committee and Program Chairs in identifying new topics, Session Chairs and technical papers on space navigation; timelines for the Institutes' conferences will be provided and conference committee meetings will be scheduled by e-mail or conference call. The approximate schedule for conference committee meetings is May for the International Technical conference and November for the Satellite Division's GNSS meeting.
3. Assists the Editor of the ION Newsletter by providing ideas for Newsletter articles related to space navigation
4. Identifies both new and expanding space navigation technologies and programs that have the potential for significant Institute involvement

# NOMINATING COMMITTEE CHAIR

## Basic Functions

The Nominating Committee Chair (immediate ION past President) presents the President with a slate of nominees for the offices of President, Executive Vice President, Regional Vice Presidents and one Council Members-at-Large from each Region and each area of interest.

## Duties, Responsibilities and Authority

1. Proposes three members from each region for the Nominating Committee to the President at the Spring Council meeting who must meet the following requirements:
  - All nominees must be members of the Institute
  - Candidates for Regional Vice Presidents must live in the respective region
  - Candidates for President or Executive Vice President must have within the ten years immediately preceding the time he/she would take office have served:
    - \* Three years as a Council member
    - \* One year as Regional VP, Division Chair or Treasurer
    - \* Serve as General or Program Chair at an ION Meeting
2. Submits nominations to the ION National Office for circulation not later than September
3. Nominates candidates for the incoming Council

# FINANCE CHAIR

## Basic Functions

The Finance Chair advises the Council on policy matters pertaining to the financial affairs of The Institute.

## Duties, Responsibilities and Authority

1. Advises the Council, Executive Committee and Treasurer on financial matters, including investment of funds of The Institute
2. Reviews the ION investment statements on a monthly basis and if necessary make recommendations to the Executive Committee on the rebalancing of the ION's investment funds
3. Reviews the annual budget prepared by the Treasurer and make appropriate recommendations to the Council
4. Develops and recommends to the Council policy and practices relating to matters concerning the financial affairs and activities of The Institute

# MEMBERSHIP COMMITTEE CHAIR

## **Basic Functions**

The Membership Committee Chair advises the Council on policy matters pertaining to membership services of The Institute.

## **Duties, Responsibilities and Authority**

1. Develops and recommends to Council policies and procedures related to membership recruitment, development and membership retention
2. Assists the National Office in identifying and recruiting new members to strengthen the Institute
3. Assists the National Office with membership marketing programs
4. Serves as member of the Council with all the duties and responsibilities of the Council

# FELLOW SELECTION CHAIR

## **Basic Functions**

The Fellow Selection Chair is responsible for nominating candidates for Fellow Membership.

## **Duties, Responsibilities and Authority**

1. Forms and proposes five or more members who were previously selected Fellows to serve on the Selection Committee. Committee membership roster shall be presented to the Executive Committee one month prior to the October deadline for nomination submissions
2. Pass on nominations for the Fellow Membership
3. Submits nominations to the ION National Office for ION Executive Committee approval in November
4. Recommends candidates in each grade, if any, to the Council at its winter meeting
5. Serves as a member of Council with all the duties and responsibilities of Council

# **PUBLICATIONS COMMITTEE CHAIR**

## **Basic Functions**

The Publication Committee Chair is the Editor of the Journal. The Chair advises the Council on matters pertaining to the ION Journal Navigation.

## **Duties, Responsibilities and Authority**

1. Receives all manuscripts for publication on the Journal
2. Selects the manuscripts for publication
3. Is responsible for editing and printing of the manuscripts in the Journal
4. Reports annually to the outgoing Council on the activities during the preceding year
5. Serves as member of Council with all the duties and responsibilities of the Council

# **MEETING CHAIR**

## **Basic Functions**

The Meeting Committee Chair is responsible for coordinating the planning of all national meetings.

## **Duties, Responsibilities and Authority**

1. Reviews the budgets for all meetings with expected attendance of over 150 persons
2. Sets standards for all meetings
3. Keeps the Council informed of planning status of all national meetings
4. Serves as member of Council with all the duties and responsibilities of Council

# **A W A R D S   C O M M I T T E E   C H A I R**

## **Basic Functions**

The Award Committee Chair is responsible for nominating candidates for each national award.

## **Duties, Responsibilities and Authority**

1. Recommends to the President typically eight members for the Awards Committee at the spring meeting of Council. The Award Chair and the other members of the committee should consist of previous winners of ION Awards
2. Nominates candidates for each national award to the Executive Committee for their approval in November
3. Serves as a member of Council with all the duties and responsibilities of Council
4. Recommends candidates to the Council at its winter meeting

# **B Y L A W S   C O M M I T T E E   C H A I R**

## **Basic Functions**

The Bylaws Committee Chair reviews and evaluates The Institute's Bylaws.

## **Duties, Responsibilities and Authority**

1. Conducts both periodic and special President and/or Council requested reviews and evaluations of the Bylaws
2. Reports any proposed change(s) to the Bylaws which may result from the reviews and evaluations to the Council at one of its regular meetings
3. Serves as a member of the Council with all the duties and responsibilities of Council
4. Reviews, as needed, Division Bylaws for consonance
5. Reviews, as needed Section Bylaws for consonance
6. Serves as member of Council with all the duties and responsibilities of council

# SECTION CHAIRS

## **Basic Functions**

The Chair is the chief executive office of the Section. He/she presides at all meetings of the Section at which he/she is present. The Chair shall appoint and be a member, ex-officio or otherwise, of all committees of the Section, including any branches that may be organized, subject to guidance of the ION Regional Vice-President, whom he/she will keep informed of activities and conditions within the Section.

## **Duties, Responsibilities and Authority**

1. Serves as a member of the ION Council and shall support the Regional Vice-President in reporting to the Council on Section activities
2. Responsible for any other Section duties not assigned or delegated to others
3. Makes such reports to the members of the Section as he/she deems desirable or as required by the membership, being responsible to their wishes and receiving counsel as appropriate from other Section officers
4. Reports annually to the Regional Vice President on committee activities during the preceding year and plans for the following year
5. Presides at all meetings of the Section at which he is present

# SATELLITE DIVISION CHAIR

## **Basic Functions**

The Satellite Division Chair is the Chief Executive Officer of the Division and the Chair of the Division Executive Committee. The Chair is an ex-officio member of all Division Committee except the Nominating Committee.

## **Duties, Responsibilities and Authority**

1. Exercises general supervision of the affairs of the Division
2. Reports on Division activities and status at ION Executive Committee and Council meetings
3. Presides at all meetings of the Division
4. Reviews the budget for all Division meetings
5. Serves as member of the Executive Committee and of the Council with their duties and responsibilities

# **OUTREACH COMMITTEE CHAIR**

## **Basic Functions**

The outreach chair is responsible for coordinating all outreach activities approved by either the Council or the Executive Committee

## **Duties, Responsibilities and Authority**

1. Interface with existing approved outreach efforts and coordinate new outreach activities. The scope shall include but not be limited to activities in history, education and the promotion of the art and science of navigation throughout the globe
2. Coordinate with the ION government fellows on outreach activities
3. work with the curator of the Virtual Navigation Museum and the Historian on outreach activities
4. Reports annually to the outgoing Council on committee activities during the proceeding year and plans for the coming year
5. Serves as member of Council with all the duties and responsibilities of the Council