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Canadian Aeronautics and Space Institute Institut aéronautique et spatial du Canada

**Application deadline
Friday November 25**

CASI Council Leadership Opportunity

=== ASTRONAUTICS SECTION CHAIR ===

CASI offers its members the opportunity to affiliate with one of several special interest groups within the Institute, called Sections. These are Aerodynamics, Aerospace Manufacturing Technologies, Aerospace Structures and Materials, Aircraft Design and Development, Astronautics, Human Factors and Propulsion. Each has a Chair and a small executive drawn from the members of the Section who are responsible for organizing Section activities. The term of a Section Chair is two years (renewable).

The term of the current Astronautics Section Chair is coming to an end. There is no bar to being re-elected and the incumbent has expressed a willingness to be a candidate for the 2017-18 term, for which we are very grateful. Meanwhile we feel it is important to inform prospective candidates about the opening and to seek expressions of interest from individuals who are qualified and in a position to take on the role. As a prerequisite the successful candidate must be a member in good standing or be prepared to join CASI.

Responsibilities

The Section Chair has two principal responsibilities. One is to represent the interests of the Astronautics Section on the CASI Board, called the Council. The incumbent is referred to as the Astronautics Section Councillor. CASI Council meets for an afternoon on three separate days during a calendar year. Councillors may attend these meetings in person or electronically.

The other principal responsibility is to co-chair the organization of the biannual CASI Astronautics conference – next year this is ASTRO'18.

Time commitment

With respect to Council meetings, about an hour may be spent reviewing/responding to briefing materials and three hours attending a meeting. Participation in three of these meetings will add up to about 12 hours. Time spent as co-chair of ASTRO'18 can total 40 hours or more, and the conference itself lasts three days.

The time commitment breaks down roughly as follows:

- **2017** Council meetings – 12 hours (January, May, September)
ASTRO'18 – 12 hours (several telecons May-December)
- **2018** Council meetings – 12 hours (January, May, September)
ASTRO'18 – Accelerating pace of organizing committee telecons (24 hours) plus attendance at ASTRO 2018 (3 days/24 hours) – 48 hours
ASTRO'18 will take place at the Delta Hotel in Québec City from May 15-17



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Ten days is a reasonable estimate of the total time involved over the two-year term.

Conference-related duties

The ASTRO'18 Conference will be co-chaired by the Astronautics Section Chair partnered with another Canadian space sector professional. Their duties will include:

- To assist with the formation of the ASTRO'18 Organizing Committee (OC)
- To co-chair meetings of the OC. Matters to be discussed/decided include the theme; plenary panel topics/panelists; evaluation and selection of abstracts; structure of the technical program; social program activities, etc.
- To lead such additional ASTRO'18 activities as:
 - Prepare an updated Call for Abstracts
 - Solicit abstracts from Canadian and international space sectors
 - Identify a coordinator for each session within the Symposium
- To promote conference attendance within the Chair's own organization and to raise conference visibility amongst colleagues in Canada and elsewhere
- To chair a 1-hour Biannual General Meeting of the Section during ASTRO'18 and seek to ensure that a Section Chair and executive are in place for the upcoming 2-year term

Resource commitment

The incumbent is expected to be supported by his/her organization in respect of the time spent and the out-of-pocket travel and living expenses that may be incurred in the fulfillment of the Councillor's duties. Full registration for the ASTRO'18 conference will be complimentary.

Benefits

As a CASI Councillor you will have the opportunity to share in the governance of Canada's leading aerospace society while getting to know other senior aerospace executives from industry, academia and government. As Chair of the Astronautics Section you will have a key role and high profile leading the organization of Canada's largest astronautics conference.

Your organization will gain significant benefits from your role as a CASI Councillor and ASTRO'18 co-chair. Your activities will provide opportunities for you to meet the thought leaders most likely to stimulate new ideas for your organization, the partners you most want to do business with, and the collaborators who can work with you on shared outcomes.

Application instructions and deadline

Expressions of interest are invited to the undersigned on or before the deadline. Kindly include an updated curriculum vitae. All submissions will be considered confidential and candidates will be kept informed as the process moves forward.

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