



---

# **OPERATIONS MANUAL**

## **WRIGHT BROTHERS REGIONAL CHAPTER (WBRC)**

### **NATIONAL DEFENSE INDUSTRIAL ASSOCIATION (NDIA)**

#### **PREAMBLE**

The Wright Brothers Regional Chapter (WBRC) of the National Defense Industrial Association (NDIA) provides local geographic focus to further the objectives and policies of NDIA as set forth in the National Operating Principles. The chapter is an active and important contributor to the success of WPAFB and the Ohio-Indiana-Kentucky defense community, providing a trusted team and partner in support of the DoD mission. Through our regional members and companies, we actively engage with Air Force and DoD senior leadership to enhance the nation's defense capabilities. Our members increase their impact by getting involved, volunteering to lead and support a number of community outreach and defense-oriented events. We sponsor local community support organizations like the USO, Fisher Nightingale House, WPAFB Airman and Family Readiness Center, and the WPAFB Chief's Group. Finally, the WBRC continues to support our long-standing STEM program, annually sponsoring two competitively selected teachers in comprehensive STEM-related training and awarding a monetary scholarship to a STEM-focused high school senior.

#### **PURPOSE**

This Chapter Operations Manual (OM) describes the organization, activities, and processes employed by the WBRC to execute operations in accordance with NDIA governance documents. The WBRC Board of Directors shall review, update as necessary, and approve the OM at the beginning of each calendar year.

#### **MISSION**

WBRC drives strategic dialogue impacting national security by identifying key issues and leveraging the knowledge and experience of its military, government, industry, and academic members to address them.

## Section 1

### BOARD OF DIRECTORS

- 1. Board of Directors.** The Board of Directors shall manage the business and affairs of the Chapter and serves as an advisory resource to the President. This Board does not have fiduciary responsibility, but by execution of these Operating Principles, agrees to abide by the guidelines herein. The Board shall, during the last quarter of the accounting year, establish the number of Directors for the following calendar year. No company shall have more than one representative on the Board.

The Board will be comprised of the elected officers, Membership Director, Emeritus Directors (filled by past chapter presidents) a Director for Small Business and regional Directors at Large. The Board of Directors shall assign the chairmanship of various subcommittees to carry out the leadership of those efforts.

- 2. Officers.** Chapter officers will be initially elected as Treasurer then subsequently progress via ascension through the remaining officer positions: Secretary, Vice President, then President. Other officers may be added as deemed necessary.

**PRESIDENT.** The President is responsible for the guidance of all committee activities throughout his/her tenure. The President is responsible for coordinating all committee activities with the WRBC and assisting in increasing the membership of the organization as well as the furtherance of the principals of national security issues. The President shall be responsible for chairing the Chapter Board meetings, and for the direction and leadership of the EC and the execution of its programs and activities.

**VICE-PRESIDENT.** The Vice-President assists the President in executing his/her duties and acts as President whenever the President is absent.

The Vice President shall be responsible for assisting the President and for serving as committee chair for DoD liaisons. The Vice-President serves as the committee chairman for DOD Liaisons and will schedule annual meetings for the new President and Vice-President to meet with Commanders and/or their Liaisons.

**SECRETARY.** The Secretary shall establish and maintain a current listing of all regular members, Emeritus and Honorary Members, and Liaisons in accordance with established NDIA National records practices/documents. Copies of this document shall be distributed to each Committee member and updated as required.

The Secretary shall be responsible for recording the deliberations and actions taken by the Board in carrying out its duties and to record the proceedings of business meetings as may be conducted throughout the year. While speakers may authorize distribution of their presentation material, no minutes of the luncheon meetings shall be taken to ensure there is no compromise of the non-attribution commitment made to our speakers.



The Secretary shall be the recipient of all informative news gathered by the Committee/Emeritus/Honorary members and shall distribute the same on a timely basis to all members. Examples of this are: member's illness, death in family, customers in hospitals, births, WPAFB sponsored events, etc.

The Secretary shall keep a list of all event chairpersons and co-chairs.

The Secretary will maintain the template for chapter business cards and provide cards for the incoming President and Vice-President.

The Secretary shall maintain an accurate listing of membership seniority dates including dates of entry into the EC for Officer ascension process purposes.

The Secretary is responsible for ensuring the web content and brochures are current and accurate.

**TREASURER.** The Treasurer shall be responsible for finances and financial management practices of the Chapter in accordance with NDIA corporate finance policies for business expenditures and contracts procurement. The Treasurer shall be responsible for all financial matters affecting the Committee, as well as serve as the focal point for all financial transactions with NDIA National staff.

The Treasurer shall be responsible for billings to the members and the timely collection of funds associated therewith to assure that any accounts payable are disbursed in a timely fashion in accordance with NDIA National financial management guidance.

The Treasurer is to pay only those bills which have been authorized by either the President or by the Vice President in the absence of the President.

**EMERITUS DIRECTORS.** The position of Emeritus Director will be filled by past chapter Presidents who serve an advisory role to the Board and EC.

**DIRECTOR FOR SMALL BUSINESS.** This position will be filled by a chapter member from a small business and will represent chapter members employed by small business.

**DIRECTORS AT LARGE.** This position may be filled by a representative from WBRC outside the Dayton metropolitan area. Regional Directors at Large serve as representatives to the Board of Directors. Each region will have one Director at Large. If desired, Directors at Large are permitted to form regional committees as deemed necessary.

**MEMBERSHIP DIRECTOR.** This position leads the Membership Committee responsible for recruiting new corporate and individual members and assists the Secretary in managing the membership roster. This position will be filled via election drawing from EC members nominated by the Vice President.

## Section 2

### EXECUTIVE COMMITTEE

**Management of Operations.** The Wright Brothers Regional Chapter (WBRC) is managed by representatives of the Association's corporate members and is officially known as "The WBRC Executive Committee" (hereafter called the Executive Committee or EC) of the Chapter. Actions, programs, and public statements of the EC, shall conform to the policies and objectives in the Association's Operating Principles and other official expressions of NDIA policy.

**EC Mission.** The EC is a standing partner of Wright Patterson AFB and Air Force Materiel Command, engaging industry and government stakeholders to encourage mutual understanding and, thereby, support a functional and efficient national defense.

**Organization.** Governed by the Board of Directors, the EC shall be open to senior representatives from Dayton Area NDIA member companies or organizations, which support the mission statement. Size and composition to be controlled by the Board of Directors.

EC participation may include Emeritus and Honorary members as approved by Board of Directors.

**a. Emeritus Members.** Past Presidents may remain as Regular Members if their employment status remains unchanged and they intend to remain active. Emeritus status will be conferred on Past Presidents, either active in the industry or who have retired from or left active employment in the defense industry, continue to reside in the Dayton area, and request Emeritus status. The number of Emeritus members will not be considered when evaluating the optimum size of the EC. Emeritus members are expected to attend business meetings to remain Emeritus.

**b. Honorary Members.** Honorary members are appointed as deemed appropriate by committee vote. Honorary members attend business meetings and NDIA events. Honorary members must hold current NDIA National membership.

**c. Community Liaisons.** Members of the major defense-related organizations within the Dayton Area may be invited by the President, in consultation with the Officers, to serve as community liaisons.

## EC MEMBERSHIP

**Eligibility.** The candidate shall be an employee of a NDIA member firm (list can be found at [Home - National Defense Mega Directory](#)) or organization who works primarily in the Dayton area. If not an employee of a firm that is a member of NDIA, he or she may maintain an individual membership.

**Member profile.** Typically, the candidate will be a senior representative in the Dayton area. Active involvement with the Wright-Patterson AFB community is a primary criterion for membership. Leadership and active involvement in community affairs is desired, and the candidate shall support/promote the Chapter mission statement.

**Size and composition.** The number of members serving on the EC is regulated by the Board of Directors and should be balanced between the need for sufficient members to effectively manage the workload and the desire to hold membership to a level conducive to meaningful interaction with the customer base. Traditionally 25 regular members are viewed as an optimum size that provides the required balance, yet could grow to not exceed 30 regular members. The EC should have a balance of major system manufacturing, supplier, services, and science & technology Defense firms or other defense-oriented organizations; roughly two-thirds of EC regular members should represent Top 100 Defense Firms and the remainder from small business. Deviation from this number can occur at the discretion of the President with the concurrence of the Board based on the EC workload and availability of qualified candidates.

**Selection process.** The Vice President shall provide the Board with qualified candidate recommendations to add or replace regular members. An EC member may nominate a candidate to the President for consideration. If an individual serving as a regular member of the EC changes employers, the new company must satisfy NDIA member status for this employee to continue as a regular EC member.

As part of the nomination process it should be verified that the candidate's company is a member of the Association. The company should advance the candidate in writing as supported to serve as an EC regular member and to represent his or her company as a member of the EC. Candidates must be screened and recommended by a majority of a panel selected from the Board and EC. The panel will be convened and chaired by a Past President, as requested by the serving President. The panel will contact the individual recommended for membership. They will describe the objectives and operation of the Committee and will review the demands of membership to include time and financial obligations (e.g. sponsorship) plus the need for company and individual commitment. If satisfied that the candidate meets the membership criteria, the panel chair asks the candidate to prepare a letter requesting membership, noting their understanding of the various obligations, and confirmation of their company's support for EC participation. This letter should be directed to the serving President.

Following the Board approval, the President formally appoints and notifies candidate to regular membership and notifies the EC of new member status.

**Separation process.** All committee members serve at the pleasure of the President. If any member consistently fails to support the activities of the EC, becomes financially delinquent, or loses employer support for EC participation, the President may and should secure the member's resignation.

## Section 3

### COMMITTEES

**Committees.** Committees may be appointed to assist the Chapter in the performance of its duties. The EC shall have subcommittees for specific functions and events as determined by the EC and appointed by the President. Chairpersons shall be appointed by the President as needed. In addition to EC subcommittees established as required, Standing Committees will be maintained for recurrent functions planned and executed by the EC.

- a. Events/Luncheons.** Planning, coordinating and executing miscellaneous events including monthly EC and Chapter Business meetings.
- b. Golf.** Planning and executing the WBRC Annual Golf Classic tournament conducted for fundraising and local networking.
- c. STEM/Scholarship.** Organizing and accomplishing outreach to local schools in support of STEM education programs and other scholarships.
- d. Life Cycle Industry Days/Wright Dialog with Industry (LCID/WDI).**  
Collaboration with other local agencies to plan and execute annual government/industry conference.
- e. Membership.** Led by Membership Director.
- f. Nominating Committee.** Conducting the election of Officers and Directors and selection screening for EC membership.

## **Section 4**

### **EXECUTIVE COMMITTEE**

### **DOD LIAISON PERSONNEL**

**DOD LIAISONS.** Members of the major Department of Defense organizations within the Dayton area (HQ AFMC, AFLCMC, and AFRL) will be invited to serve as liaisons to the Chapter. The number of Liaisons asked to serve will be determined by the President in consultation with the Officers. The selection of liaisons will be the prerogative of the Organizational Commanders.

**SELECTION OF LIAISON PERSONNEL.** Liaison personnel are selected and assigned at the discretion of the AFMC, AFLCMC and AFRL Commanders. A list of suggested nominees for the liaison positions should be developed by the Committee through consultation with the departing liaison member and forwarded to the Commander for consideration. The final selection is then made by the Commander. The President may also request additional liaison representatives in coordination with Officers, the Board, and the EC membership.

**ROLE OF LIAISON PERSONNEL.** Facilitation of improved communications between Air Force and Industry is the principal role of the liaison. This process is largely covered at the semi-monthly luncheon meeting where the liaison personnel attend and are provided a forum to speak to the industry attendees on topics of current interest.

#### **TYPES OF SERVICES:**

- Provide timely notification of organizational changes, key personnel changes, adoption of new policies or changes to policies that will affect industry, significant budget changes, personnel issues, etc.
- Serve as a conduit to the senior Air Force staff where questions or issues can be presented by industry on a non-attribution basis.
- Advise industry on recommended courses of action or paths within the Air Force organization to raise issues of serious concerns.
- Obtain Industry consensus or comment on proposed actions.
- Participate in EC business and social events, as the representatives deem appropriate.



## Section 5 CHAPTER OPERATIONS

**1. MEETINGS: The Chapter shall meet at least once annually.** Other meetings of the members may be called at any time by the President or the Board of Directors or a majority thereof, or by not less than one-third of the members. At any meeting of the members, **each member entitled to vote shall have one vote, in person or by proxy.**

**a. Executive Committee Meetings:** For purposes of administration and to deconflict changes in membership and community activities, the Program Year shall be from 1 February to 31 January of the following year. This period is different from the Chapter's fiscal year that will remain the same as that of the Association. The EC shall meet for speaker luncheons, business meetings, and at such other times and places throughout the year as scheduled by the President. EC meetings will be planned and executed by the Events subcommittee. A simple majority of the regular members shall constitute a quorum for the transaction of business at all EC meetings. When not available to attend, regular members of the EC should send an appropriate alternate from within their member company.

- i. Business Meetings will be held as required. The first meeting of the EC following the beginning of the program year shall be the Annual Meeting, at which any necessary reports shall be made, and new officers installed.
- ii. Speaker Luncheons with a guest speaker will be scheduled on a semi-monthly basis whenever possible and will be informal in nature. These meetings are intended to provide the opportunity to dialogue with defense acquisition leadership on current views and topics of interest. The guest speaker shall be informed that his/her remarks are "non-attributional" to encourage frankness in the dialogue, and this will be honored by all those attending unless specifically released by the speaker.

## 2. ELECTIONS

**a. Nominating Committee.** At least three months prior to the Annual Meeting of the chapter, the Chapter President, with the approval of the Board of Directors, shall appoint a nominating committee of a least three members. The most recent Past President shall serve as the Chairman of the Nominating Committee. After reviewing nominated and self-nominated candidates, the Nominating Committee shall present its slate of candidate profiles on the Chapter Website, which will be posted on the chapter website. The election of Officers and Directors (including Directors at Large) shall be conducted through electronic ballot unless otherwise specified by the Board of Directors with votes gathered from all chapter members. Note: Past Presidents still serving as Regular or active Emeritus members of the EC shall normally be selected to the Board of Directors with confirmation at the annual Chapter Meeting.

3. **FINANCES:** All financial administration activities will be accomplished accordance with published NDIA National guidance (see Atch 1).
4. **COORDINATION OF EVENTS:** To facilitate de-confliction of speakers' schedules, the Chapter will coordinate with national headquarters whenever it intends to invite a significant speaker from a federal agency *or* intends to invite speakers or participants from outside the Chapter's geographical area. A significant speaker includes: Cabinet Members, Members of Congress, DASDs, Joint Chiefs of Staff (JCS), Combatant Commander's (COCOM), 4 and 3 Star Flag Officers, Members of the Senior Executive Service (SES), President's/Chief Executive Officers (CEO)/Chief Financial Officer (CFO)/Chief Operation Officer (COO)/top level executives of private industry.
5. **EFFECTIVE DATE:** This Operating Manual and any amendments thereto are in effect when signed by the Chapter President acting with the approval of the Chapter Board of Directors.

---

WILLIAM S. LEISTER  
President, Wright Brothers Regional Chapter

**19 Dec 2023**

---

Date