



**PIA Standard Operating Procedure SOP-306v13**  
**Parachute Industry Association Publications**  
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Standing Committees

**I. General**

This document defines the various Standing Committees as authorized by the Bylaws and The duties of the committee chairs.

**DUTIES OF COMMITTEE CHAIRS**

Choose Committee Members

Appoint Vice-Chair

Revise / Write SOP, to include mission statement, Permanent projects, etc.

Appoint Sub-Committees and members (if applicable)

Revise / Write Project List

Formulate Budget Requests

Review All Projects on basis of:

a) Merit

b) Benefits to Members and Industry

c) Availability of Committee Member to "Champion" the Project

d) Costs / Benefits Analysis (Monetary, Service, etc.)

**The Membership Committee** will promote membership in PIA and present membership applicants to PIA.

The Membership Committee will consist of an elected Chair, Vice-Chair and at least two other members appointed by the Chair. *The Chair's term is one year, commencing the first meeting of each year.*

**The Technical Committee** will draft technical documents, recommended procedures and safety bulletins for approval by the general membership. The Committee will also coordinate its investigations and information with outside technical groups as appropriate, and release its findings to the public, the parachuting and the aviation communities.

The Technical Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the even years.*

**The Risk Management Committee** will provide members with methods for managing liability and other risk management issues.

The Risk Management Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The Chair's term is one year, commencing the first meeting of each year.*

**The Rigging Committee** will represent and serve the needs of riggers by promoting and coordinating rigging-related programs.

The Rigging Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the even years.*

**The Symposium Committee** will organize and run PIA's Biennial Symposium.

The Symposium Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The Chair's term is 2.5 years, commencing the first meeting of the odd years.* During the 6 month chair overlap period, the new chair's responsibilities will be limited to duties related to the next symposium, and the outgoing chair's responsibilities will be limited to the wrap-up of the symposium just completed.

**The Building/Headquarters Committee** will plan for a Headquarters facility.

The Building/Headquarters Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The Chair's term is one year, commencing the first meeting of each year.*

**The Specifications Committee** will review military and industry specifications, standards, and drawings, and develop PIA replacements as non-government standards and specifications.

The Specifications Committee will consist of an elected Chair, Vice-Chair and at least four other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the even years.*

**The Government Systems Committee** will represent and facilitate the interaction between the parachute industry and government agencies.

The Government Systems Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The chair's term is two years commencing the first meeting of the odd years.*

**The Communications Services Committee** will consolidate and coordinate all PIA information and communication products, services, and tasks.

The Communications Services Committee will consist of an elected Chair, Vice-Chair and at least two other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the odd years.*

**The Awards Committee** will accept nominations, recommend, and review the various PIA and other awards available to eligible recipients.

The Awards Committee will consist of an elected Chair, Vice-Chair and at least two other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the odd years.*

**The Parachute Certification Standards Committee** will create and maintain standards used to certify parachutes and components. These standards are intended to be incorporated by reference by various World-wide Government bodies in their parachute certification standards and documents.

The Parachute Certification Standards Committee will consist of an elected Chair, Vice-Chair and at least six other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the even years.*

**The Meeting Logistics Committee** will organize and coordinate the location of the regular PIA meetings.

The Meeting Logistics Committee will consist of an elected Chair, Vice-Chair and at least two other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the even years.*

**The Marketing Committee** will promote PIA using advertising, merchandizing, and special event promotion.

The Marketing Committee will consist of an elected Chair, Vice-Chair and at least three other members appointed by the Chair. *The Chair's term is two years, commencing the first meeting of the even years.*