

HAI Working Group Guidelines and Procedures Manual

**FOR WORKING GROUP OFFICERS, MEMBERS,
HAI BOARD LIAISONS AND STAFF LEADS**



**1920 Ballenger Ave
Alexandria, VA 22314
(703) 683-4646
<http://www.rotor.org>**

Record of Approvals

Rev	Revision Approval Date	Approval Authority: Name and Title
ORIG	01 July 2021	J.A. Viola President/CEO HAI

Revision Summary

This summary provides the major changes contained within each revision, not all changes. All changes are indicated by revision bars throughout the manual.

Rev	Rev Date	Section Title	Summary of Changes
Orig	01 July 2021		

Table of Contents

HAI Working Group Guidelines and Procedures Manual	1
Record of Approvals	2
Revision Summary	3
Section 1: Working Group Guidelines and Procedures	6
1.1 Overview	6
1.2 Qualifications for Membership	6
1.3 Selection Process	7
1.4 Term of Membership	8
1.5 Termination of Membership	8
1.6 Ex Officio Members	8
1.7 Special Advisors	8
1.8 Working Group Officers and Terms of Office	9
Working Group Officers:	9
Election of Officers:	9
Terms of Office:	9
1.9 Meetings and Voting	9
Convening Authority and Frequency:	9
Working Group Documents and Job Aids:	9
Agenda:	9
Attendance:	10
Minutes:	10
Table 1 HAI Working Group Meeting Minutes Schedule	11
Quorum:	11
Voting:	11
Consent:	11
Roster:	12
1.10 Sub-Working Groups	12
1.11 Working Group Goals and Product Development	12
1.12 Line of Responsibility	13
1.13 Conflict of Interest	13
1.14 Working Group Status	14
1.15 HAI Antitrust Policy	14
1.16 HAI Expense and Reimbursement Policy	14
1.17 Prior Approval of External Correspondence/Press Releases	14
Section 2: Working Group Responsibilities	15
2.1 Working Group Chair Responsibilities	15
2.2 Working Group Secretary Responsibilities	16
2.3 Working Group Member Responsibilities	16
2.4 HAI Board Liaison Responsibilities	17
2.5 HAI Staff Lead Responsibilities	17

List of Enclosures 19

Enclosure (1) Terms of Reference HAI Aerial Firefighting & Natural Resources Working Group..... 20

Enclosure (2) Terms of Reference HAI Air Medical Services Working Group 21

Enclosure (3) Terms of Reference HAI Flight Operations Working Group 22

Enclosure (4) Terms of Reference HAI Fly Neighborly & Environmental Working Group 23

Enclosure (5) Terms of Reference HAI Helicopter Tour Operators Working Group 24

Enclosure (6) Terms of Reference HAI Restricted & Experimental Category Aircraft Working Group 25

Enclosure (7) Terms of Reference HAI Safety Working Group 26

Enclosure (8) Terms of Reference HAI Technical & Maintenance Working Group 27

Enclosure (9) Terms of Reference HAI Training Working Group 28

Enclosure (10) Terms of Reference HAI Unmanned Aircraft Systems Working Group 29

Enclosure (11) Terms of Reference HAI Utilities, Patrol, and Construction Working Group 30

Section 1: Working Group Guidelines and Procedures

1.1 Overview

Much of HAI's work is done through working groups - a vital function of any association. Staffed and chaired by HAI members, the working groups aid the Association in evaluating current problems and issues that affect the international vertical lift community. Recommendations provided by the working groups are approved by HAI leadership and put into action by the Association.

This document provides the overarching guidance and policy necessary for working groups to successfully function. HAI working group guidelines and procedures are created to help working groups interact effectively with HAI's members, other working groups, HAI's Board, and HAI Staff Leads. While certain requirements must be met, guidance is intended to be reasonable and flexible enough to accommodate the variety of work being done by each working group.

Each HAI working group is established through a Board approved "Terms of Reference" document that states the purpose of the working group and provides any guidance unique to the working group. Terms of Reference documents for each HAI working group are provided as enclosures to this document.

Above all, working group chairs and members must recognize their responsibilities to act on behalf of the entire HAI membership in their respective areas, as directed by the HAI Board, and within the proper legal framework.

1.2 Qualifications for Membership

Membership of the working group shall be comprised of individual members, or officers or employees of member companies of HAI who have an interest in the work of the working group and:

1. Individual or individual's company must be a HAI member in good standing;
2. Individual or individual's company must be interested in promoting HAI and the industry to current and prospective members;
3. Individual must be willing and have the full support of his/her company (if applicable) to attend all meetings.
4. Only one (1) representative from any HAI member company may be a voting member of an individual working group.

1.3 Selection Process

Interested and eligible HAI members should submit requests for working group membership through the HAI website (<https://www.rotor.org/about/working-groups>). The “*Application for HAI Working Groups*,” can be found at this location and requires only basic information from applicants to start the request process. Once submitted, the application process is as follows:

1. HAI staff verifies applicant eligibility.
2. HAI staff contacts applicant to obtain necessary support documents including:
 - a. A short letter of interest that offers information on experience related to the working group’s mission as well as motivation for joining the working group; and
 - b. A current resume
3. HAI staff forwards the applicant information to the working group chair.
4. Working group chair presents the application to the working group membership for discussion and vote at a subsequent meeting.
 - a. The results of the vote will be recorded in the meeting minutes as the official record and will be communicated to the applicant through the HAI Staff Lead.
 - b. Votes completed outside of a normal working group meeting (i.e., phone, email, etc.) shall be recorded in the official minutes of the next working group meeting.
5. Approved new members will receive a welcome email from the HAI staff with a link to the “Working Group Onboarding Course,” working group documents/manuals, and access to the working group MS Teams site.
6. Disapproved applicants will be notified by the HAI Staff Lead on the decision of the working group.

Working group members shall vote to accept or reject applicants based on the qualifications listed in section 1.2 above.

Membership composition for any HAI working group may be shaped at the sole discretion of the HAI Board of Directors, based upon specific membership objectives established by the Board (e.g. need for Operator or OEM representation).

If there are no vacancies on a working group at the time, the chair shall establish a "waiting list." The HAI Staff Lead will notify the applicant of their acceptance and the waiting list process. The working group chair shall establish a procedure for administering the waiting list that is approved by the Board Vice Chair. The working group’s secretary and HAI Staff Lead will assist the chair in maintaining the waiting list.

1.4 Term of Membership

Members serve a term of two years and may serve a successive two-year term. More than two successive terms must be approved by the Board Vice Chair through the Board Liaison. Members desiring additional terms will submit a request to the Board Vice Chair for approval, with appropriate copy to the working group chair and HAI Staff Lead.

1.5 Termination of Membership

An individual's membership on a working group shall be terminated if:

1. A member voluntarily terminates membership and so notifies the chair;
2. A member is not eligible for membership, or becomes ineligible during a term;
3. A member fails to attend three (3) successive meetings.
4. In this case, membership may be regained at the following working group meeting through the normal membership selection process.

1.6 Ex Officio Members

An Ex Officio Member is one that is assigned to the working group by virtue of another position held that directly relates to, and is for the benefit of, the work of the working group. The working group may appoint or remove ex officio members as may be necessary to achieve the goals of the working group. The HAI Board Liaison and HAI President - or his/her designee, usually the Staff Lead - are permanent ex officio members of the working group. Ex officio members are not voting members of the working group.

1.7 Special Advisors

As appropriate, the working group may appoint individuals (either members or non-members of HAI) who have specific experience or knowledge related to working group functions. Special Advisors may be brought in on an as-needed basis. Eligibility and termination rules do not apply to Special Advisors. Special Advisors are not voting members of the working group.

1.8 Working Group Officers and Terms of Office

Working Group Officers:

Each working group shall have a Chair, Vice Chair and Secretary. Unless otherwise approved by the Board of Directors, a regular operator member shall hold at least one of the working group's officer positions.

Election of Officers:

Working group officers shall be nominated and elected by the members of the working group. Such nominations and elections, when needed, shall occur at the meeting of the working group closest to and preceding July 1st each year.

Terms of Office:

The term of each working group officer shall begin on July 1 following his/her election and continue for two years. Officer terms shall be limited to one two-year term. The Board may grant an additional one-year extension, if requested by the working group officer and if supported by a working group majority vote of approval. If an officer resigns or is unable to complete his/her term of office, the remaining officer(s) of the working group shall initiate a working group vote, through either a working group meeting or through electronic voting, to elect a member to serve the remaining term for the vacated office. If a meeting is deemed necessary, it can be accomplished in-person, or a by video or telephone conference meeting with a quorum of working group members participating.

1.9 Meetings and Voting

Convening Authority and Frequency:

Working groups shall meet at any time and place specified by the working group chair, provided he/she gives notice to all members of the working group of such meetings at least 30 days in advance. **The working group shall meet, at a minimum, quarterly, with one of its meetings to be held at HELI-EXPO, when possible.** Except for the meeting at HELI-EXPO, the working group may hold meetings by videoconference or teleconference if a quorum can be achieved.

Working Group Documents and Job Aids:

All HAI working groups shall be supported through the use of standard and reliable documentation. This documentation is essential, as it forms the necessary historic record of all working group meetings, activities, and decisions. Three standard documents are required for every working group meeting – Agenda, Attendance Record and Minutes. These documents are discussed in more detail below. Additionally, working groups may find other job aids useful in support of their activities. All required document templates, and available job aids, can be located on each working group team site.

Agenda:

All working group meetings shall be guided by an approved agenda, completed, and distributed no later than seven (7) calendar days prior to the meeting date. All agendas shall be reviewed by the Board Liaison and Staff Lead and approved by the working group chair prior to final distribution to the working group.

Attendance:

All working group meetings shall be open to any HAI member. Working group meetings held at HELI-EXPO are also open to any interested non-member. However, any working group meeting may be closed to HAI members and/or non-members at the request of the working group chair, and with approval by the Board Liaison. All working group meetings shall be attended by the Board Liaison and/or the Staff Lead, or by an HAI staff member designated by the HAI President. Working group secretaries shall be responsible for taking an accurate attendance for each working group meeting held.

Minutes:

The secretary of the working group will take minutes of each meeting and will provide copies of draft minutes within 5 working days following the conclusion of the meeting to each member of the working group for review. Working group members will have 5 working days to review the draft minutes and respond to the secretary with any recommended changes. The secretary will maintain a record of all change/edit recommendations made by working group members. If there is no response from a working group member, the secretary of the working group shall note that the member chose not to provide input during the review process for the minutes. In collaboration with the working group chair, the secretary of the working group will update the draft minutes with the edits provided by the working group members, as appropriate, and will provide a copy of the revised minutes within 5 working days to all working group members, the Board Liaison and Staff Lead. Working group members will be provided 3 working days to review and respond to any revisions to the minutes document. The working group chair and secretary will work with all involved members to resolve any remaining issues related to the minutes. The working group chair is responsible to ensure all disputes are resolved in a timely manner such that submission of the final minutes can be made to the Corporate Secretary of the Association, the Board Liaison and Staff Lead within 30 days of the date of the meeting. Table 1, below, provides the meeting minutes schedule for working group minutes development, review, and submission.

Table 1 HAI Working Group Meeting Minutes Schedule

HAI Working Group Meeting Minutes Schedule		
Task	Action	Deadline
Draft Minutes to Working Group	Secretary drafts and delivers minutes to WG members for review	Not later than 5 working days from meeting date
Initial Review & Response	WG members review and provide comments/edits to secretary	Not later than 5 working days from receipt of draft minutes from secretary
Revised Minutes to Working Group	Considering input from WG members, and in collaboration with WG Chair, secretary will update minutes and provide revised copy back to WG members for review	Not later than 5 working days from Initial review & response deadline date
Final Review & Response	WG members review updated minutes and provide response to secretary	Not later than 3 Working Days from receipt of revised minutes from secretary
Minutes Submission	Chairperson & secretary resolve remaining issues and submit final minutes document to Board Liaison, HAI Staff Lead & HAI Corporate Secretary	Not later than 30 Days from meeting date

Quorum:

A majority of working group voting members must be present in person, attending by teleconference, or represented by proxy to constitute a quorum.

Voting:

Voting shall be by a simple majority of the voting members present, or attending by teleconference, at any meeting at which a quorum is present. A member may vote in person, by telephone or by written proxy to another working group member. Copy of a written proxy shall normally be sent to the working group chair, vice chair, secretary and HAI Staff Lead prior to the meeting at which the proxy will be used. In those circumstances where a written proxy is not possible prior to the meeting, it may be delivered in real time during the meeting. However, in no case will a written proxy be accepted or cited after an actual vote has occurred. The use of any voting proxy shall be clearly documented in the meeting minutes. In the event of a tie vote, or if a motion fails for want of a majority, the chair may vote to break a tie. Otherwise, the chair does not vote. Special Advisors and Ex Officio members are not voting members of the working group.

Consent:

Any action required or permitted to be taken by the voting members at a meeting of the working group, may be taken without a meeting if written or appropriate electronic consent thereto is signed by the voting members of the working group; and such written or appropriate electronic consent is filed with the minutes of the proceedings of the working group.

Roster:

The secretary of the working group is responsible, with the chair, for maintaining an updated roster of working group members. Any addition or removal of members must be documented in the working group minutes, as the official record of any membership change. The HAI Staff Lead will provide logistical assistance that may be necessary to support the secretary of the working group.

1.10 Sub-Working Groups

Working groups may establish any number of sub-working groups to address specific issues or work streams consistent with the working group's objectives. Working groups will designate a sub-working group chair for each sub-working group, who must be a member of the working group. The sub-working group chair will establish membership of, and the operating procedures for, the sub-working group that are consistent with the policies and procedures of the Association and approved by the working group chair. Participants in any sub-working group may consist of members and non-members of the working group. The sub-working group chair may appoint special advisors, who are not members of the Association, to consult on issues before the sub-working group with the prior written consent of the working group chair (email sufficient). Sub-working groups will be disestablished when the specific objectives of the sub-working group are achieved, and the sub-working group is no longer needed.

1.11 Working Group Goals and Product Development

Working Group Goals:

HAI working groups are chartered for express purposes that include, as examples, addressing industry priorities, developing industry guides and training tools, and providing information to the HAI staff and Board of Directors. The specific objective(s) of each working group can be found in its Terms of Reference (TOR) document. A key measure of the success of any working group is how effective it is in accomplishing its goals. As such, each working group shall be guided by a purposeful set of goals supported and approved by the HAI Board. These goals will be used to shape working group priorities and activities as well as inform HAI decisions related to resource allocation. Working groups will coordinate closely with assigned Board Liaisons and Staff Leads to identify goals, define milestones and deadlines, and gain Board approval. Approved goals for each working group will be posted on its established Team site. Working groups that have no purposeful goals will be considered for dormancy status.

Working Group Product Development:

HAI working groups may be called upon to produce a variety of products in support of HAI and working group goals. Working group products may include such items as correspondence, studies, reports, industry guides and training materials. Working groups are established entities of the Association and, as such, any and all products developed by working groups are HAI owned, and must be approved by HAI before public release. Products developed by sub-working groups are considered products of their managing working group and, therefore, fall under these requirements.

Working group chairs will coordinate the development of all products with the Staff Lead and Board Liaison to ensure alignment with Association objectives. Board Liaisons and Staff Leads will conduct reviews and provide guidance, and Staff Leads will provide administrative assistance necessary to support working group projects.

All working group products, once finalized and approved by the working group chair, shall be submitted to the Staff Lead, with a copy to the Board Liaison, for HAI review and approval. Working group products received at HAI may be edited or revised to ensure adherence to Association policy or objectives when necessary. Final approved versions will be coordinated with the working group chair if substantive changes are made. Any products requiring Board approval will subsequently be forwarded by HAI staff to the Board for final review and approval.

1.12 Line of Responsibility

The working group is directly responsible to its assigned Staff Lead. The HAI Staff Lead, in collaboration with the working group chair, will work through the Board Liaison to the Vice chair of the Board of Directors for all working group activities, including activities of any sub-working group that may be established.

1.13 Conflict of Interest

Members of HAI working groups shall always act in a manner consistent with their responsibilities to HAI and shall exercise care that no detriment to HAI results from conflicts between their interests and those of HAI. They should avoid:

1. Placing themselves in a position where personal or professional interests may conflict with their duty to HAI;
2. Using information learned through their position at HAI for personal gain or advantage; and
3. Obtaining for a third party an improper gain or advantage.

As a condition for serving on an HAI working group, each member shall disclose to the President of HAI, through the HAI Staff Lead, any interest that might be construed as in conflict with the working group member's duty to HAI. As examples, members of working groups who also serve on the board, or in any leadership position, of another association, or members with a financial stake in the outcome of a working group initiative, would be perceived as having potential conflicts of interest depending on the situation.

While a member of an HAI working group, all individuals shall comply with HAI's conflict of interest policy and avoid even the appearance of impropriety. He or she shall disclose to the President any financial, proprietary, organizational, or personal interests created after the individual's initial disclosures in which a potential conflict of interest may arise. The individual shall further have an ongoing duty to report to the President any situation relating to previously disclosed interests, or any other circumstances, in which a potential conflict of interest may arise.

The President has final determination authority related to potential conflicts of interest. If a conflicting interest is determined, the President will establish the appropriate steps to be taken under the circumstances.

1.14 Working Group Status

All working groups serve at the pleasure of the HAI Board of Directors. During the course of normal Association operations, the services of an active working group may become unnecessary. Under this circumstance, the HAI Board has the option to place the working group into a “dormancy” status, or disband, as appropriate. While in a dormancy status, working groups will not conduct meetings or activities related to HAI. If future needs are identified for a working group, the HAI Board of Directors may choose to either reactivate the dormant working group or charter a new working group to address the specific requirements.

1.15 HAI Antitrust Policy

It is the policy of the Association to conduct all activities in compliance with federal and state antitrust laws. During all HAI meetings and other association activities, including all informal or social discussions, working group members shall abide by the requirements of the HAI Antitrust Policy. Working group members can access HAI’s Antitrust Policy in the “Files” section of each working group’s established “Microsoft TEAM Site.”

For concerns or questions related to HAI’s Antitrust Policy working group members should consult with their HAI Staff Lead, the HAI Corporate Secretary, or HAI legal counsel.

1.16 HAI Expense and Reimbursement Policy

HAI will not pay expenses incurred by the members of the working group. Any working group business expenses must be coordinated through HAI Staff Lead for approval by HAI President.

1.17 Prior Approval of External Correspondence/Press Releases

No statement of position, or any other correspondence, will be made by any Working Group Chair or Working Group Member to HAI Staff, HAI Member, or to any outside organization without prior approval of the HAI President.

This applies to all correspondence including, but not limited to, issue papers, studies and press releases, including verbal statements to press. Requests for such considerations shall be made to the HAI President through the assigned HAI Staff Lead.

Section 2: Working Group Responsibilities

2.1 Working Group Chair Responsibilities

The working group chair, assisted as appropriate by the vice chair, shall manage working group functions in accordance with the HAI Working Group Guidelines and Procedures Manual and the specific working group Terms of Reference (TOR) document. Of specific importance, the chair and vice chair are responsible for ensuring:

1. That working group meetings are conducted in strict compliance with HAI "Antitrust Compliance Guidelines;"
2. That working group meetings follow the "HAI Priority Guidelines;"
3. That the working group maintains a current list of the active Voting/Regular, Ex-Officio, and Special Advisor working group members. The chair shall ensure any changes to the working group membership are documented in official meeting Minutes as those changes occur;
4. That the working group have a well-defined set of goals, that include milestones and deadlines, to guide working group activities and priorities, and that working group goals are approved by the HAI Board;
5. That Minutes of each meeting are recorded, and copies provided as delineated in this document;
6. That the working group periodically examines the working group Terms of Reference and the HAI Working Group Guidelines and Procedures Manual and considers the need to propose to the Board amendments thereto to address any pertinent changes in the character or priorities of the industry;
7. That new working group members complete HAI's "*Working Group Onboarding Course*" located on the HAI website, as well as review HAI's Antitrust Policy, HAI's Bylaws and the HAI Working Group Guidelines and Procedures Manual;
8. That he/she advise the Board of Directors, through the Board Lead and Board Liaison of any desired financial support for working group activities;
9. That written reports on the activities of the working group are prepared as necessary for the Board of Directors; and
10. That NO statement of position or any release is made by any working group member to any outside organization without prior approval of the HAI President. This applies to correspondence and press releases, including verbal statements to the press, public officials, and others.

The working group chair, upon approval of the working group, shall present to the Board of Directors, any recommendations which entail action or expenses by the Association.

2.2 Working Group Secretary Responsibilities

The Working Group Secretary responsibilities include:

1. Provide necessary administrative support to working group chair in support of working group objectives and projects;
2. Keep minutes and attendance rosters for all working group meetings. Process minutes in accordance with the HAI Working Group Guidelines and Procedures Manual;
3. Coordinate efforts with HAI Staff Lead to ensure appropriate resources are available to support working group administration needs;
4. Maintain accurate records of all working group votes;
5. Coordinate closely with working group chair, HAI Board Liaison and Staff Lead in the development and publishing of working group documents including agendas, read-ahead materials and minutes; and
6. Assist working group chair, as necessary, in the development of necessary reports.

2.3 Working Group Member Responsibilities

The Working Group Member responsibilities include:

1. Devote the necessary time and effort to attend working group meetings and contribute to the work of both the full working group and to any sub-working group to which assigned;
2. Understand the purpose and responsibilities of the working group and provide constructive input at meetings;
3. Communicate ideas with other working groups, your local/regional helicopter operators/pilots, affiliate associations, local/state/federal officials, and planners or community leaders as appropriate;
4. Do not represent working group or HAI at venues such as public meetings or through disseminating correspondence, or making any representation regarding the working group or HAI by any other means without prior approval from both the working group chair and HAI Staff Lead;
5. Educate the public on the positive benefits of helicopters and vertical aviation. Keep your own CEO informed and seek his/her support;
6. When appropriate, publicize important events or issues through submission of short articles for *HAI ROTOR Daily* or a HAI Press Release. Coordinate with respective working group chair and HAI Staff Lead;
7. Upon election to the working group, complete HAI's "*Working Group Onboarding Course*" located on the HAI website, as well as review HAI's Antitrust Policy, HAI's Bylaws and the HAI Working Group Guidelines and Procedures Manual. As appropriate, provide recommendations and justification to the working group chair for any modification to these documents; and
8. Continually review effectiveness and take or recommend action to respond to new HAI challenges and industry needs.

2.4 HAI Board Liaison Responsibilities

Individual members of the HAI Board are assigned by the HAI Board chair (with the advice of the Board) to assist the Vice chair in his/her oversight of the overall working group organization by serving as the "Board Liaison" to designated working groups.

The following activities are expected of Board Liaisons (in coordination with the respective HAI Staff Lead):

1. Serve as the direct link between the HAI Board, representing HAI (the Association membership-at-large) and the working group;
2. Attend all meetings of their working group;
3. Assure the working group is performing in a manner expected by the Board Vice Chair, the HAI Board and the membership-at large;
4. Keep abreast of working group activities through periodic communication with the working group chair and working group Staff Lead;
5. Work with the working group chair to ensure he/she is aware of any pertinent HAI Board policies or actions that may affect working group efforts;
6. Assist the working group chair in motivating the working group to meet the commitments and responsibilities identified in the HAI Working Group Guidelines and Procedures Manual and the working group's Terms of Reference document;
7. Provide guidance to the working group chair to address situations where working group work is viewed as unnecessary, non-productive or not aligned with HAI's best interests. Provide recommendations to the HAI Board, through the HAI Board Vice chair, to resolve such issues, including consideration of placing the working group into dormancy until needed; and
8. Report the designated working group's activities at HAI Board meetings.

2.5 HAI Staff Lead Responsibilities

The Staff Lead responsibilities include:

1. Provide direct oversight of assigned working groups and all working group assigned projects;
2. Assist and advise working group chair on key issues and projects affecting the working group;
3. Attend all working group meetings;
4. Report to and advise the HAI President on working group matters as required;
5. Assist working group chair in coordinating actions with HAI management, e.g., final review and further guidance on working group matters and products;

6. Represent the HAI working groups when appropriate. Participate in various hearings, meetings, and forums as necessary;
7. Assist working group chair and HAI Staff with schedule coordination including HAI HELI-EXPO. Help recruit members, and promote working group activities;
8. Supervise appropriate HAI Staff support for working groups, e.g., maintaining working group member contact information and logistics support for working group meetings; and
9. Assist working group chair in his/her preparation of financial and resource requests for annual HAI budget. This includes print and electronic materials, and special approved projects, for review and approval by HAI President.

#

List of Enclosures

- Enclosure (1): Terms of Reference HAI Aerial Firefighting & Natural Resources Working Group**
- Enclosure (2): Terms of Reference HAI Air Medical Services Working Group**
- Enclosure (3): Terms of Reference HAI Flight Operations Working Group**
- Enclosure (4): Terms of Reference HAI Fly Neighborly & Environmental Working Group**
- Enclosure (5): Terms of Reference HAI Helicopter Tour Operators Working Group**
- Enclosure (6): Terms of Reference HAI Restricted Experimental Category Aircraft Working Group**
- Enclosure (7): Terms of Reference HAI Safety Working Group**
- Enclosure (8): Terms of Reference HAI Technical & Maintenance Working Group**
- Enclosure (9): Terms of Reference HAI Training Working Group**
- Enclosure (10): Terms of Reference HAI Unmanned Aircraft Systems Working Group**
- Enclosure (11): Terms of Reference HAI Utilities, Patrol & Construction Working Group**

TERMS OF REFERENCE
HAI AERIAL FIREFIGHTING & NATURAL RESOURCES (AF&NR)
WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the Aerial Firefighting & Natural Resources Working Group is established to identify and evaluate safety, operational and support issues, and to assist in the development of policies and best practices to enhance the safety and efficiency of aircraft engaged in aerial fighting and natural resources operations. The Working Group will identify and advise the HAI Board and membership of potential administrative, operational and safety concerns. The AF&NR Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The AF&NR Working Group shall have at least 5 voting members, but not more than 20 members. The Chair, Vice Chair and Secretary plus a maximum of 17 voting members will constitute the total membership of the AF&NR Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (1): Terms of Reference HAI Aerial Firefighting & Natural Resources Working Group

TERMS OF REFERENCE

HAI AIR MEDICAL SERVICES WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the Air Medical Services Working Group is established to participate in activities that enhance safety and training within the Air Medical community. The Working Group will act as a resource to the HAI Board of Directors on matters involving the Air Medical industry. The Air Medical Services Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Compliance Guidelines.

MEMBERSHIP

Number of Members: The Air Medical Services Working Group shall have at least five (5) voting members, but not more than 25 members. The Chair, Vice Chair and Secretary plus a maximum of 22 voting members will constitute the total membership of the Air Medical Services Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (2): Terms of Reference HAI Air Medical Services Working Group

TERMS OF REFERENCE

HAI FLIGHT OPERATIONS WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the Flight Operations Working Group is established to identify and evaluate safety, operational and support issues, and to assist in the development of policies and best practices to enhance vertical lift operations worldwide. The Flight Operations Working Group will engage in the full scope of industry topics including VFR and IFR regulations, flight procedures, traffic routes, aerodromes/heliports, charting, and applicable aeronautical publications. The Flight Operations Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Working Group shall have at least 5 voting Members, but not more than 25 members. The Chair, Vice Chair, and Secretary, plus 22 other voting Members, will constitute the total Membership of the Flight Operations Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (3): Terms of Reference HAI Flight Operations Working Group

TERMS OF REFERENCE

HAI FLY NEIGHBORLY & ENVIRONMENTAL WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the Fly Neighborly & Environmental Working Group is established to facilitate the collection and dissemination of information, and to develop appropriate material, related to the HAI voluntary *Fly Neighborly* noise reduction program. The Working Group will consider all types of civil, military, and governmental vertical lift operations, as well as HAI members and other individuals or organizations that would benefit, in a positive manner, from such information. The Fly Neighborly & Environmental Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Fly Neighborly & Environmental Working Group shall have at least five (5) voting members, but not more than 15 members. The Chair, Vice Chair and Secretary plus a maximum of 12 voting members will constitute the total membership of the Fly Neighborly & Environmental Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (4): Terms of Reference HAI Fly Neighborly & Environmental Working Group

TERMS OF REFERENCE

HAI HELICOPTER TOUR OPERATORS WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the Helicopter Tour Operators Working Group (HTOWG) is established to monitor and review safety, regulatory, and legislative/political issues with potential impact on the vertical lift tour industry, make recommendations to the HAI Board regarding these issues, provide relevant information to tour operators, and work with other HAI working groups to address issues that directly impact the vertical lift industry. The Helicopter Tour Operators Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Helicopter Tour Operators Working Group shall have at least five (5) voting members, but not more than 25 members. The Chair, Vice Chair and Secretary plus a maximum of 22 voting members will constitute the total membership of the HTOC.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (5): Terms of Reference HAI Helicopter Tour Operators Working Group

TERMS OF REFERENCE

HAI RESTRICTED & EXPERIMENTAL CATEGORY AIRCRAFT (RECA)

WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the RECA Working Group is established to facilitate the safe integration and support of restricted and experimental category aircraft into the National Air Space (NAS), to identify and evaluate safety, operational and support issues, and to assist in the development of policies and best practices to enhance the safety and efficiency of restricted and experimental category aircraft operations. The RECA Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Restricted and Experimental Category Aircraft Working Group (RECA) shall have at least five (5) voting members, but not more than 20 members. The Chair, Vice Chair and Secretary plus a maximum of 17 voting members will constitute the total membership of the RECA Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (6): Terms of Reference HAI Restricted & Experimental Category Aircraft Working Group

TERMS OF REFERENCE

HAI SAFETY WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the Safety Working Group is established to eliminate accidents and incidents worldwide by improving the identification, assessment, and mitigation of hazards and risks. To attain this objective, the Working Group will advise, educate, and consult with HAI members and the HAI Board of Directors on safety issues related to vertical lift operations. The Safety Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Safety Working Group shall have at least 15 voting members, but not more than 25 members. The Chair, Vice Chair and Secretary plus a maximum of 22 voting members will constitute the total membership of the Safety Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (7): Terms of Reference HAI Safety Working Group

TERMS OF REFERENCE

HAI TECHNICAL & MAINTENANCE WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the HAI Technical & Maintenance Working Group is established to encourage the development of technical and maintenance standards, and administrative standards for the improvement of safety and efficiency of the vertical lift industry. The Working Group will serve as technical experts for Association scholarship selection panels as appropriate. The Technical & Maintenance Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The HAI Technical & Maintenance Working Group shall have at least five (5) voting members, but not more than 35. The Chair, Vice Chair and Secretary plus a maximum of 32 voting members will constitute the total membership of the Technical & Maintenance Working Group. Twenty (20) members will be limited to representatives from the helicopter operators and repair station sector. The other fifteen (15) members may be representatives of OEMs and other members of HAI.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (8): Terms of Reference HAI Technical & Maintenance Working Group

TERMS OF REFERENCE

HAI TRAINING WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the HAI Training Working Group is established to provide support and vision to the vertical lift training industry to enhance safety and quality, to shape regulations and policies, and to support the development of vertical lift specific training programs for pilots and maintainers. The Working Group will strive to provide education and guidance tools, mentoring opportunities, and will monitor technology advancements as they apply to training and the vertical lift community. The Training Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Training Working Group shall have at least five (5) voting members, but not more than 15 members. The Chair, Vice Chair and Secretary plus a maximum of 12 voting members will constitute the total membership of the Training Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (9): Terms of Reference HAI Training Working Group

TERMS OF REFERENCE

HAI UNMANNED AIRCRAFT SYSTEMS (UAS) WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the HAI UAS Working Group is established to develop programs, policies and guidance to facilitate the safe integration of manned and unmanned aircraft into the National Air Space (NAS); to develop policies and best practices aimed at enhancing the safety and efficiency of manned and unmanned operations alike; to assist HAI operators, manufacturers and maintainers in their efforts to integrate unmanned systems into their operations; and to promote a proactive foundation of cooperative communication between all sectors of manned and unmanned aviation in shared airspace. The UAS Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The Unmanned Aircraft Systems Working Group shall have at least five (5) voting members, but not more than 25 members. The Chair, Vice Chair and Secretary plus a maximum of 22 voting members will constitute the total membership of the UAS Working Group.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (10): Terms of Reference HAI Unmanned Aircraft Systems Working Group

TERMS OF REFERENCE

HAI UTILITY PATROL AND CONSTRUCTION (UPAC) WORKING GROUP

OBJECTIVE

In accordance with the policies and procedures of the Association, the HAI UPAC Working Group is established to promote the safe use of vertical lift aircraft for aerial patrolling, construction, and maintenance in the utility industry. The UPAC Working Group serves at the pleasure of the HAI Board of Directors and, as such, will act on behalf of the entire HAI membership as directed by the HAI Board.

GUIDANCE MATERIALS

In all circumstances, efforts and actions of the Working Group shall be conducted in accordance with the HAI Working Group Guidelines and Procedures Manual. All Working Group activity shall be conducted with full knowledge of, and close adherence to, the HAI Antitrust Guidelines.

MEMBERSHIP

Number of Members: The UPAC Working Group shall have at least five (5) voting members.

AMENDMENT OF TERMS OF REFERENCE

Upon a majority vote of the Working Group, the Working Group Chair, with the advice and consent of the HAI Staff Lead, Board Liaison, and the Board Vice Chair, may make application to the HAI Board of Directors through the Corporate Secretary for a change to the Terms of Reference.

Approved by HAI Board of Directors PENDING. Previous versions superseded.

Enclosure (11): Terms of Reference HAI Utilities, Patrol, and Construction Working Group