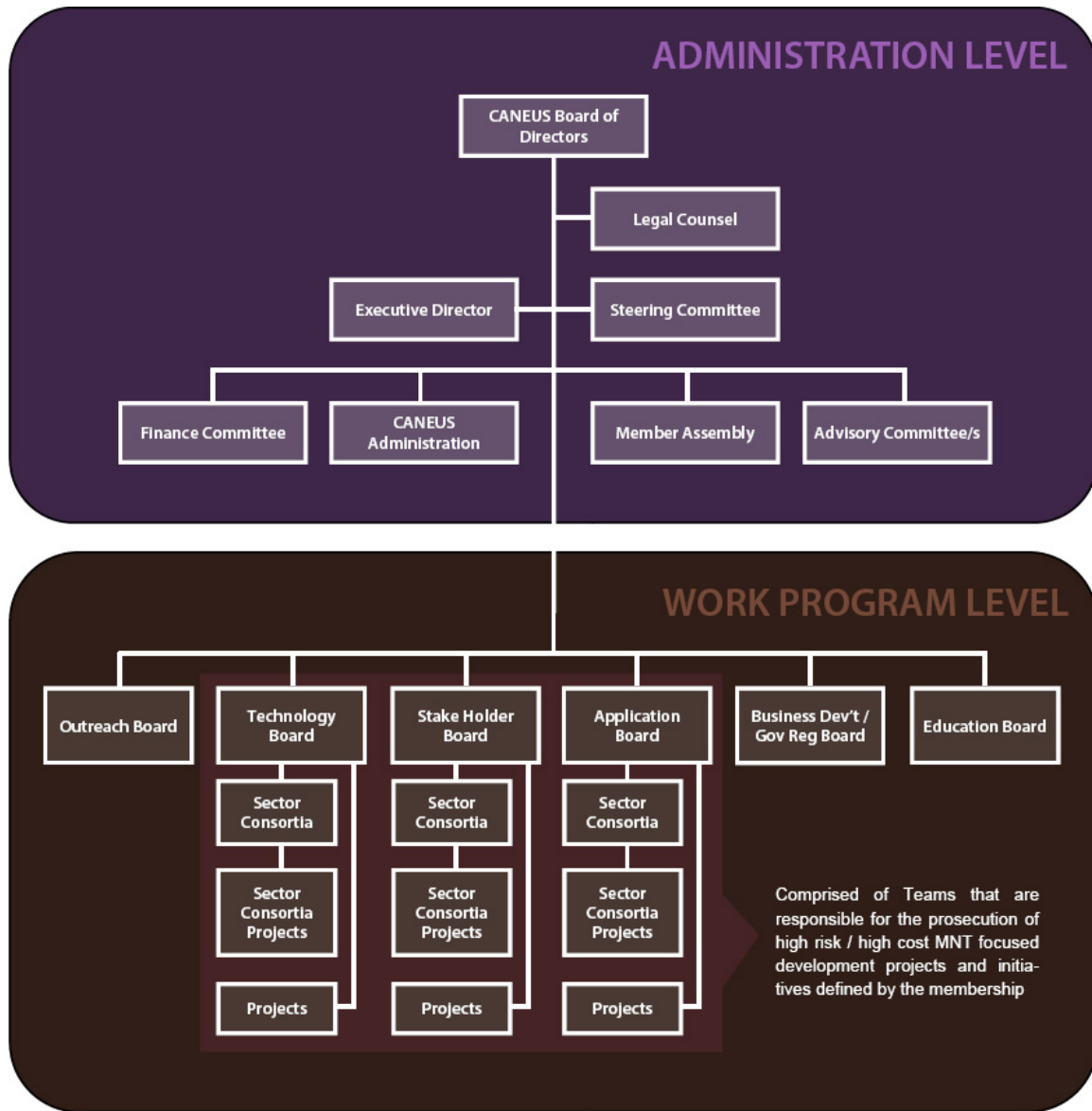


## 5.2 ORGANIZATIONAL STRUCTURE (DRAFT POLICY)



### 5.2.1 COMPONENTS

CANEUS International is comprised of an administration level and a work program level.

#### 5.2.1.1 The administration level includes:

- The Board of Directors;
- The Legal Counsel;
- The Executive Director;
- The Executive Committee;
- The Finance Committee;
- One or more Advisory Committee(s);
- The Administration;
- The Member Assembly.

5.2.1.2 The work program level includes:

- a. The Outreach Board;
- b. The Technology Board;
- c. The Stakeholder Board;
- d. The Application Board;
- e. The Business Development / Government Regulation Board;
- f. The Education Board;
- g. All Sector Consortia, including but not limited to:
  - i. The Small Satellite Sector Consortium;
  - ii. The Fly-by-Wireless Sector Consortium;
  - iii. The Reliability Sector Consortium;
  - iv. The Devices Sector Consortium;
  - v. The Materials Sector Consortium.

## 5.2.2 FUNCTIONS

### 5.2.2.1 Administration Level

- a. **The Board of Directors** is responsible for managing the property and business of the organization and for administering powers as stipulated in Sections 19-23 of the Amended By-Laws.
- b. **The Legal Counsel** is responsible for providing general supervision of all matters of a legal nature concerning the organization and for advising the Board of Directors on these matters.
- c. **The Executive Director** is responsible for providing general supervision of the organization's Administration and overseeing the implementation of the organization's mission, goals, and strategies.
- d. **The Executive Committee** is responsible for preparing recommendations for actions by the Board of Directors. It distils input from the Finance and Advisory Committees, Member Assembly, and Work Program Boards and drafts the organization's Strategic Work Plan and Annual Work Plans accordingly.  
**Note: The composition of the Executive Committee is specified in s. 23 of the Amended By-Laws; should a reference be included? If so, the composition/appointment procedure of all components must be specified.**
- e. The Finance Committee is responsible for directing the organization's investment strategy and contracting policy. It distils input from the Finance and Advisory Committees, Member Assembly, and Work Program Boards and prepares budgets for the organization's Strategic Work Plan and Annual Work Plans accordingly. It provides assistance to membership in preparing **the financial content of Project Plans** and value assessment analyses. It conducts audits of all projects and operations overseen by the organization.
- f. One or several Advisory Committee(s), comprised of members without voting powers, are responsible for preparing recommendations for actions by the Board of Directors and for the organization's Strategic Work Plan and Annual Work Plans.
- g. The Administration is responsible for assisting the Executive Director in implementing the mission, goals, and strategies of the organization. It is responsible for operations by the organization's staff, contracting, facilities, and information technology infrastructure. It oversees program management, CANEUS Conference management, Workshop management, and regulatory compliance.

- h. The Member Assembly nominates and elects candidates for the Board of Directors, proposes and passes member resolutions, and ratifies actions and appointments proposed by the Board of Directors. It ratifies the organization's Strategic Work Plan and Annual Work Plans.

#### 5.2.2.2 Work Program Level

- a. The Outreach Board, comprised of Project Leaders, directs membership recruitment and relationship, interfaces with Sector Consortia and projects teams, and manages: interaction with other conferences, relationships with other industry associations, relationships with industry standards organizations, and matters pertaining to the organization's marketing, promotion, and web site content. The Board of Directors appoints the Chairman of the Outreach Board.
- b. The Technology Board, comprised of Sector Consortia Directors and Project Leaders, is responsible for defining and managing all cross cutting technology based projects, establishing technology based Sector Consortia, assembling CANEUS Strategic and Annual Work Plan input for the Steering Committee, and collaborating with the Application and Stakeholder Boards on defining Project Plans. The Board of Directors appoints the Chairman of the Technology Board.

Micro and nano technology impacted technology areas that may give rise to projects include but are not limited to: materials, electronics, controls, sensors, power, optics, fluids, processes, and quality systems.

- c. The Stakeholder Board, comprised of Sector Consortia Directors and Project Leaders, assembles a supply chain from CANEUS membership and is responsible for defining and managing of all stakeholder based projects, establishing stakeholder based Sector Consortia, assembling CANEUS Strategic and Annual Work Plan input for the Steering Committee, and collaborating with the Technology and Application Boards on defining Project Plans. The Board of Directors appoints the Chairman of the Stakeholder Board.

Stakeholders include but are not limited to: end users, systems integrators, component suppliers, process suppliers, agencies, and academia.

- d. The Application Board, comprised of Sector Consortia Directors and Project Leaders, is responsible for defining and managing all cross cutting application based projects, establishing application based Sector Consortia, assembling CANEUS Strategic and Annual Work Plan input for the Steering Committee, and collaborating with Technology and Stakeholder Boards on defining Project Plans. The Board of Directors appoints the Chairman of the Application Board.

Micro and nano technology embedded application areas that may give rise to projects include but are not limited to: aircraft, air frame, flight controls, avionics, propulsion, accessories, space, satellites, manned vehicles, and cargo.

- e. The Business Development / Government Regulation Board, comprised of Project Leaders, is responsible for supporting development of Project business cases, providing Member business evaluation services, providing IP valuation and brokering services, developing the organization's Investment Fund, managing new business start-up processes, managing syndicated investment funding for projects, establishing innovation policies and procedures, and infusing innovation practices into project development. The Board of Directors appoints the Chairman of the Business Development / Government Regulation Board.

- f. The Education Board is responsible for establishing an academic global network of micro and nano technology capabilities related to the aerospace market, a curriculum of micro and nano technology courses that support aerospace applications, a global web portal of academic capabilities for aerospace applications and related technologies, and a global student web portal for aerospace related opportunities. It is also responsible for developing a harmonized technology transfer policy for spin-off intellectual property. The Board of Directors appoints the Chairman of the Education Board.
- g. A Sector Consortium, comprised of a Director, Project and Initiative Leaders, and Project and Initiative Teams, is responsible for overseeing and administering far-reaching, high-cost, high-risk projects that require a broad program of initiatives, developments, and industry coordination. The Chairman of the sponsoring Work Program Board appoints the Sector Consortium Director.

The Sector Consortium Director establishes the Sector Consortium Strategic Work Plan and Annual Work Plans and ensures support of and interactions with Work Program Boards and other Sector Consortia. The Director also reviews project concept proposals relating to the Consortium's area of expertise.

The Sector Consortium Coordinator acts as an internal liaison between the Sector Consortium and the Administration level.

Sector Consortium Project and Initiative Leaders are responsible for directing, coordinating, and supervising the implementation of Projects and Initiatives. They assemble and oversee membership of Project and Initiative Teams and delegation of tasks. At all times, they ensure support of the Sector Consortium Strategic and Annual Work Plans and interactions with the Sector Consortium Director.

Sector Consortia may include one or several Sub-disciplines. Sub-disciplines are comprised of Sub-discipline Leaders and Sub-discipline Teams, and reflect the structure and assignation of responsibilities afforded to Projects and Initiatives. Sub-disciplines may later develop into full-fledged Sector Consortia.