



Professional Aviation Maintenance Association
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PAMA Chapter Development Guide

The Professional Aviation Maintenance Association (PAMA) Chapter Start-up Kit was developed to assist you and your peers in establishing a PAMA Chapter in your area.

Since 1972, PAMA has been dedicated to promoting professionalism and recognition of the aviation maintenance technician through communication, education, representation and support—for continuous improvement in aviation safety.

PAMA's dedication and commitment to the aviation industry begins with providing the tools and support for ensuring a strong aviation maintenance infrastructure. PAMA effectively brings together maintenance technicians, manufacturers, suppliers, educators and students in successful pursuit of their goals in the aviation industry.

This kit contains information that will smoothly guide you through the successful formation of a local PAMA Chapter. Additionally, the PAMA national is ready to assist you at any time. If you should have any questions regarding any material throughout this manual, please contact PAMA at info@pama.org.

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Purpose

The purpose of this association is to promote a high degree of professionalism among aviation maintenance personnel; to foster and improve methods, skills, learning, and achievement in the field of Aviation Maintenance; to conduct national, state, and local meetings and seminars; to recognize achievement in the field of Aviation Maintenance; to publish, distribute, and disseminate news, technical bulletins, journals, and other appropriate publications dealing with the trade of Aviation Maintenance; to collaborate with other organizations in aviation in the queries of governmental agencies pertaining to maintenance rules and guidelines.

PAMA Strives to meet its ENDS STATEMENTS

1. The Industry resource for information regarding aviation maintenance.
2. Advocate for the aviation maintenance professional.
 - 2.1 Legal & regulatory affairs.
 - 2.2 Life-long Learning.
 - 2.3 Safety
 - 2.4 Standardization
3. Industry recognition for the value of the AMT.
4. A positive public image of the aviation maintenance profession.

Adopted: February 5, 2006

Mission Statement

The mission of PAMA is to promote continuous improvement in aviation safety by enhancing the professionalism and recognition of the Aviation Maintenance technician through communication, education, representation and support.

Establishing a Local Chapter

Organizing a local Chapter is it no different from setting up a business. It requires three things:

Planning

Organization

Commitment

This step-by-step guide will walk you through the process to ensure that your Chapter is formed successfully.

Step One - Analysis

1. **Do an Analysis of Your Market** – Is there a group of aviation maintenance professional in your area interested in forming a Chapter?

Step Two – Forming the Chapter

1. **Form a Steering Committee** – The Steering Committee lays the foundation for the Chapter, establishing its mission, goals, objectives and organizational plan. This Steering Committee should be a group of Aviation Maintenance Professionals, minimum of 8-10, who are committed to the cause. Please note: all members of the Chapter must be PAMA National members.
2. **Elect Officers** – A description of the responsibilities of each office is provided in the sample bylaws
3. **Select a Chapter Name** – Include PAMA and some mention of your geographic location in your Chapter name to reflect your affiliation with the national organization and your local identity. Examples: TEB PAMA (Teterboro), PAMA of Northwest College of Aviation or SoCal PAMA (Southern California).
4. **Establish a Mission, Goal and Objectives** – “What do we want to do?” The answer to this question defines the Chapter’s mission and goals. These goals will be your guide when making important structural decisions concerning the Chapter.
5. **Establish a Mailing Address** - A Steering Committee member’s office can serve as the temporary mailing address for the Chapter. A telephone number should also be determined. Many Chapters now have an e-mail address as well.
6. **National Membership Dues** - Regular Member - \$49
Associate Member - \$49
Student Member - Free

Chapter Dues are established at the discretion of the chapter.

7. **Chapter Territory** – Your Chapter’s territory is determined by location. The Chapter’s territory should encompass one or several counties within the area. This is usually a 35- to 40-mile radius. ***Do not over extend your territory. It is better to have a territory that is manageable than one in which your members are unreachable. Determine an area that will contain a viable number of maintenance professionals. Using a small map, draw the Chapter boundaries and include a copy of this map when submitting your PAMA materials. A rotation of meeting locations is also a way to cover larger areas.
8. **Create A Prospect List** – Gather the names, addresses and telephone numbers of prospective members from your steering committee members, Inspectors License List or other local trade associations. PAMA National also can help you generate a list. Use your prospect list for inviting potential members to your meetings.
9. **Fill out Chapter Application** – An application is available at www.pama.org/chapter-development