

APPENDIX 10

ROLES OF SECTION/BRANCH OFFICERS AND COMMITTEES

Officers working alone cannot devote the time or the effort necessary to the operation of an active Section/Branch. Section/Branch officers should have the active support of all its officers and directors as well as its standing committees.

Section/Branch Officers

President: The leader of the Section/Branch is the president. This individual must provide the direction and leadership of the organization. The president should be aware of Society Strategic Initiatives as well as the needs of the local members. Specific duties dealing with routine operation should be delegated to other elected officers.

Objectives are to sustain and increase Section momentum by:

- < Assuring the Section governing documents are followed.
- < Directing the implementation of the Section strategic plan.

The president coordinates with:

- < ASCE elected Society officers, headquarters staff, Society Directors, and Region Governors.
- < The presidents, chairs, or officers of professional and community organizations with which the Section jointly meets.

President-elect: The President-elect is in a unique and important position of planning and assisting with projects as well as planning for the upcoming year's activities. He/she should have a solid overall knowledge of the Section/Branch operations.

Objectives are to sustain and increase Section momentum by:

1. Monitoring the progress of calendar of events. Advise the president of strengths and weaknesses, and recommend a corrective action plan, if needed.
2. Determining the progress of committees in achieving goals. Advise the president of strengths and weaknesses, and recommend a corrective action plan, if needed.

Vice President: The Vice President acts as a sponge in order to soak up the overall atmosphere in order to assimilate the overall goals and objectives of the Section or Branch. Often the Vice President is called to take-on important specific projects that are important, such as fund-raising, increasing student involvement or liaison with local community and professional organizations.

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Some smaller Sections or Branches combine the offices of **President-elect** and **Vice President**.

Secretary: The Secretary performs many essential functions of the Section/Branch. The Secretary normally maintains a file of the Section/Branch's membership, all records and correspondence, prepares and submits reports of Section activities, and notifies members of meetings.

Treasurer: The Treasurer receives funds due to the Section/Branch, pays bills, maintains a suitable repository for Section/Branch funds, and prepares regular financial reports.

Past President: The Past President serves at the pleasure of the President. Typical duties or functions of this person can include: nomination committee chair and/or member; special committee or task committee leader. Each Section or Branch should decide how to use this valuable resource effectively.

STANDING COMMITTEES AND THEIR FUNCTIONS

The following are typical standing committees within a Section or Branch. More specific information on committees can be found in Appendix 5.

Program Committee: The primary purpose of the Program Committee is to plan for Section/Branch meeting and functions. They should be responsive to the needs of and desire of Section members and to engineering matters of interest to the public. This committee directly influences the vitality and effectiveness of the Section by promoting participation in activities and attendance at meetings.

Membership Committee: The Membership Committee should be large in number since its success depends on person-to-person contact between the Committee and large numbers of potential ASCE members and inactive present members. To be most effective, the Committee members should be acquainted with activities of ASCE, its publications and pamphlets, and with the procedure of applications, transfer and reinstatement of membership.

Hospitality Committee: The hospitality committee seeks to create an atmosphere of cordiality at functions and to impact to newcomer a sense of belonging to the group. It enhances the work of the membership Committee by greeting new members especially younger members and students, and introducing them to other members, officers and activities of the Section. It is sometimes organized as a subcommittee of the

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Membership Committee. If not otherwise provided for, they may also act as hosts to guests and speakers.

Public Information Committee: The Public Information committee disseminates information on the activities of the Section. This information may be made available to the public via the press, radio, television, and speaking engagements. Membership should consist of individuals whose talents suit them to contact news media and express civil engineering activities in terms which are meaningful to the public.

Awards and Prizes Committee: The Committee on Awards and Prizes selects deserving local members, papers, and projects for receipt of awards and prizes. This committee is charged with the duty of considering all local, regional and national awards. The committee selections are usually final in the case of local awards and prizes, whereas their selection of local candidates for regional and national awards and prizes are placed in competition with other Sections.

Nominating Committee: The Nominating Committee has the responsibility of recognizing the qualities of leadership and devotion to the aims of ASCE in members of the Section and of nominating members possessing these qualities to office in the local organization. A collateral duty appropriate to the abilities of the committee is the selection of members as candidates for membership on national committees and promotion of candidates for national office.

Newsletter Editor: The Newsletter Editor's primary function is to publish the newsletter in order to keep the membership informed. It is the responsibility of the Newsletter Editor to maintain an up-dated distribution list. He or she is also responsible for submitting the Newsletter for consideration in the ASCE Newsletter Award competition.