



## **Kansas City Section**

American Society for Engineering Management

### Officer and Committee Chair Descriptions (2008)

#### **PRESIDENT**

As the leader of the Section, the President takes an active interest in all areas of the Section's activities. The President also performs those functions peculiar to the office of President.

1. Supervises all Section affairs.
2. Visits, speaks, writes, and generally engages himself in such activities as to enhance the image of the ASEM and his Section.
3. Presides at Section meetings.
4. Schedules Executive Committee (Board) and special meetings, and establishes agendas for same.
5. Presides at Executive Committee (Board) meetings.
6. Acts in behalf of the Executive Committee (board) in such matters as may not have been previously considered by the Executive Committee (Board), but which require immediate action or decision.
7. Appoints non-elected committee chairmen.
8. Signs checks paid out of the Section treasury.
9. Submits, or directs to be submitted, to the National Office the Section's annual reports no later than 31 January of each year.
10. Submits or directs to be submitted to the National Office a list of new Section officers after election (by 1 July). This list should include names addresses, and phone numbers.

#### **VICE-PRESIDENT/PRESIDENT-ELECT**

1. Assumes the duties of the President in case of his absence or disability.
2. Assists the President in the overall operation of the Section's affairs.
3. Performs general functions as may be directed or assigned by the President, such as meeting arrangements, chairing of special committees, and integration of various committee activities.
4. Acquaints himself with all facets of the Section's activities and operations, as he will be the next President of the Section. The Vice-President/President-Elect is an ex-officio member of all committees except the nominating committee.

### **SECRETARY/TREASURER**

1. Records and maintains the minutes of all Section, Executive Committee (Board), and special meetings, including elections.
2. Distributes copies of all minutes to members of the Executive Committee (Board).
3. Maintains, and keeps up-to-date, Section membership roster and mailing list.
4. Conducts Section correspondence.
5. Transmits delinquency notices to the membership chairman.
6. Submits to the National Office any forms, and any communications as may be directed by the President.
7. Prepares and submits annual budget for the Section to the Executive Committee (Board).
8. Keeps and maintains the financial records of the Section.
9. Maintains the Section's checking account.
10. Receives and disburses all Section funds.
11. Presents financial reports when requested by the President.
12. Presents financial reports to the National Office.

### **JOINT ENGINEERING COUNCIL (JEC) REPRESENTATIVE**

1. Attends monthly JEC meetings and reports to JEC the events of ASEM.
2. Attends monthly ASEM Board meetings and reports to ASEM the events of JEC.
3. Identifies opportunities for partnerships with other engineering organizations.
4. Updates the JEC website with ASEM events.

### **MEMBERSHIP CHAIRMAN**

1. Organizes membership campaign for the Section in support of National campaigns including incentives, prizes, and any other motivational means as may be approved by the Executive Committee (Board).
2. Approaches guests at Section meetings and attempts to sign them up for membership, explaining the benefits of membership in the Society.
3. Contacts members, whose dues have become delinquent, and urges them to make payment before they are dropped from the active rolls.
4. Consults with the National Vice President-Membership and the Society's Membership Committee on ways and means to attract more members, and advises them on membership matters.
5. Submits to the Society's Medals and Awards Committee names of members for awards, recognition, and medals.

## **PROGRAM CHAIRMAN**

One of the most important jobs in the Section is the Program Chairman. Without these services, when properly executed, there would be no need for any other office or chairmen, as there would be no Section.

The principal reason for the existence of the Section is its ability to gather together those engaged in Engineering Management for the purpose of disseminating or exchanging vital know how, information, techniques, and to learn from each other's experience and from the experts. The proper execution of this responsibility falls onto the Program Chairman and his committee.

1. Plans a well-rounded program for the entire year, keeping a proper balance between, the various interest areas.
2. Arranges plant or facility tours as appropriate.
3. Plans or arranges workshop sessions or seminars in highly specialized areas as appropriate.
4. Invites high quality speakers for each meeting planned.
5. Advises the Publicity Chairman and the person who publishes the Section's Newsletter or program announcement as follows: a. Speaker's name and company affiliation. b. Titles or topic of presentation with short synopsis, date, and time of meeting c. Date and time of meeting. d. Speaker's resume.
6. Polls the Section's membership to determine what subject matters the membership wishes to have presented.

## **WORKSHOP CHAIRMAN**

Each Spring and Fall the Kansas City section offers its members and guest a half-day workshop with management seminars. Professionals in the engineering management community present these sessions.

The main purpose of the Workshop Chairman is to host this workshop.

1. Prepares the agenda for the workshop.
2. Invites speakers to present at the workshop.
3. Reserves meeting space for the workshop.
4. Publicizes the workshop event through email and mail.
5. Prepares the workshop handout for the attendees.
6. Monitors the Professional Development Hours for the workshop attendee's certification.
7. Assists with the workshop event.