

## **ASEE Board of Directors Position Duties and Responsibilities**

### Background

In October 2004 at the Executive Committee Meeting of the Board of Directors, President Sherra Kerns, charged Patricia Fox and Renata Engel to assemble a report that summarizes the responsibilities of the various positions on the Board of Directors. The report is intended to be a guide to the elected officers in carrying out their duties. Responsibilities already detailed in other ASEE documents (e.g., Constitution, Bylaws, and Operating Manuals) have been incorporated as needed, but the bulk of the documentation is the result of the current, or recent, Board of Director members holding those positions. The position duties and responsibilities were reviewed and updated February 2018.

### Report Overview

#### 1. Guiding Documents

The Board of Directors is comprised of the positions shown in Table 1. Each member will find the foundation documents, e.g., Constitution, Bylaws, etc. of value in understanding the organization and operation and their role in the organization; however, certain sections of those documents or other documents provide specific details about the responsibilities for their positions. Table 1 identifies those portions of the documents which include or delineate responsibilities of the position.

#### 2. Position duties and responsibilities

Each position listed in Table 1 has a duties and responsibilities/position profile that includes the following pertinent information:

Position

Term of Appointment

Standing Committee Membership

Meeting Commitments

Summary of Duties and Responsibilities

Best Practices

**Table 1.** Board of Directors guide to official documents that include or delineate position responsibilities-some of which refer to responsibilities as a member of the Board of Directors and some are functional for the position on the Board.

<b>Position</b>	<b>ASEE Constitution</b>	<b>ASEE Bylaws</b>	<b>Institutional Council, Division, and Constituent Committee Operating Manual</b>	<b>Geographic Zones and Sections Operating Manual</b>	<b>Other</b>
<b>President</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X			Fraudulent/Dishonest Conduct, Whistle-blower Policy
<b>President-Elect</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X			
<b>Most Immediate Past President</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X			
<b>Vice President Finance</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X			Financial Policy, Whistle-blower Policy*
<b>Vice President External Relations*</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X			
<b>Vice President Member Affairs*</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X		Section 5.2, Section 6.0	Financial Policy 11, 17
<b>Chairs of Professional Interest Councils (PIC I, PIC II, PIC III, PIC IV, PIC V)—one of which is Board- elected Vice President of PICs*</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X	Section 4.0, Section 6.0		Bylaws for PIC I, II, III, IV, V, Financial Policy 11,17
<b>Chairs of the Institutional Councils (ETC, EDC, CMC, ERC) – one of which is Board-elected to serve as Vice President of Institutional Councils*</b>	Article III				
<b>Chairs of the Geographic Zones (Zone I, Zone II, Zone III, Zone IV) * From the Vice Presidents of External Relations, Member Affairs, Professional Interest Councils, and Institutional Council, the First Vice President is Board-elected. Executive Director</b>	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X	Section 4.0, 5.0, 6.0		Financial Policy 11,17
	Article III				
	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X		Section 6.0	Bylaws of the Zones, Financial Policy 11, 17
	Articles III, IV				
	Articles III, IV, V, VII, VIII, IX, X	Articles I, II, III, V, VI, VII, VIII, IX, X	Section 6.0	Section 6.0	Financial Policy, Fraudulent/Dishonest Conduct, Whistle-blower Policy

\* In accordance with changes at the Board of Directors Meeting in January 22, 2006. Updated February 2018.

## **Position Duties and Responsibilities: President**

### **Term:**

This position is an elected position; elected as President-Elect for 1 year with automatic succession to President, and then one year as Immediate Past President.

### **Committees:**

The President is a member of the

- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Oversight Committee
- ASEE Long Range Planning Committee
- ASEE International Advisory Committee

### **Meeting Commitments:**

1. The President chairs the following:

- ASEE Executive Committee Meetings (Fall, Winter, Spring, Summer)
- ASEE Board of Directors Meetings (Summer and Winter)
- ASEE Oversight Committee (Fall, Winter, Summer)

2. The President attends the following

- ASEE Nominating Committee (Winter, Summer)
- ASEE Finance Committee (Fall, Winter, Spring, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Finance Committee Meeting
  - o Saturday Executive Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Saturday “ASEE 101” or “Greet the Stars”
  - o Sunday Finance Committee Meeting
  - o Sunday Board Meeting
  - o Sunday Ribbon Cutting on Exhibit Hall
  - o Monday Breakfast with Plenary Speaker and Executive Director
  - o Monday Plenary
  - o Monday Finances Town Hall
  - o Monday EDC Board Meeting
  - o Monday ETC Board Meeting on Monday President’s International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday Focus on Exhibits and Lunch
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board of Directors Meeting (as immediate past president)
  - o Wednesday Award Ceremony and Lunch
  - o Wednesday Nominating Committee (as immediate past president)
  - o Wednesday President’s Farewell Reception (as president)
  - o Thursday Strategy and Budget Meeting (as immediate past president)
- OPTIONAL: AAES Meetings (Fall and Spring) – ASEE has a representative who attends.

**Responsibilities:**

- Provide leadership for the Society
- Provide leadership for the Board of Directors
- Provide leadership for the Executive Committee
- Provide leadership for the Oversight Committee
- Represent the Society, as requested
- Work with the Program Committee and ASEE staff on the annual conference, including identification of the plenary speaker(s)
- Prepare the President's letters for the ASEE website, PRISM, annual report, annual conference, etc.
- Coordinate monthly phone calls of the President's Group (Executive Director, Past President, President, and President-Elect)
- Coordinate representation of the presidents or Board of Directors at section/zone meetings and other obligations
- Select chairs and members of ASEE standing committees
- Appoint Risk Management Committee members to serve two year terms
- Approve the Distinguished Service Award when non-member of ASEE is
- Consider vacancies recommendation made by Chair or Diversity Committee
- Serve as liaison to Board of Directors from National Engineering Economy Teaching Excellence Award Committee

## **Position Duties and Responsibilities: President-Elect**

### **Term:**

This position is an elected position; elected as President-Elect for 1 year with automatic succession to President

### **Committees**

The President-Elect is a member of the following:

- ASEE Executive Committee
- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Long Range Planning Committee
- ASEE Oversight Committee
- ASEE International Advisory Committee

### **Meeting Commitments**

1. The President-elect does not chair any committees
  
2. The President-elect attends the following
  - ASEE Executive Committee Meetings (Fall, Winter, Spring, Summer)
  - ASEE Oversight Committee (Fall, Winter, Summer)
  - ASEE Board of Directors Meetings (Summer and Winter)
  - ASEE Finance Committee (Fall, Winter, Spring, Summer)
  - ASEE Long Range Planning Committee (Winter, Summer)
  - ASEE Long Range Planning Committee (Winter, Summer)
  - ASEE Annual Summer Conference
    - o Saturday Oversight Committee Meeting
    - o Saturday Finance Committee Meeting
    - o Saturday Executive Committee Meeting
    - o Saturday Long Range Planning Committee Meeting
    - o Saturday "ASEE 101" or "Greet the Stars"
    - o Sunday Finance Committee Meeting
    - o Sunday Board Meeting
    - o Sunday Ribbon Cutting on Exhibit Hall
    - o Monday Plenary
    - o Monday Finances Town Hall
    - o Monday President's International Representatives Reception
    - o Tuesday Breakfast with Plenary Speaker and Executive Director at CMC/CIP Joint Breakfast
    - o Tuesday Plenary
    - o Tuesday Focus on Exhibits and Lunch
    - o Tuesday ASEE General Body Meeting
    - o Wednesday Board of Directors Meeting (as president)
    - o Wednesday Award Ceremony and Lunch
    - o Wednesday President's Farewell Reception (not as president)
    - o Thursday Strategy and Budget Meeting (as immediate past president)

**Responsibilities**

The President-Elect has few formal responsibilities. Some activities include:

- Preside over the Tuesday plenary session at the Annual Conference.
- Write and present the Resolutions for the Annual Conference Banquet where President-Elect takes office.
- Become familiar with major current ASEE issues by interacting with current ASEE President and Executive Director.
- Prepare for Oversight in the fall after assuming Presidency.
- Identify the Monday plenary speaker for the Annual Conference when one will serve as President.
- Work with President and the Most Immediate Past President on other ASEE activities as needed.
- Represent the ASEE President, as needed, at national and international meetings & conferences.
- Approve recommendations for appointments to the Clement J. Freund Committee submitted by the ASEE Cooperative Education Division
- Consideration of 3 appointees' recommendation submitted from division chair of National Engineering Economy Teaching Excellence Award Committee

## **Position Duties and Responsibilities: Most Immediate Past President**

### **Term:**

This position is the immediate succession from President. The term is 1 year.

### **Committees:**

The Most Immediate Past President is a member of the

- ASEE Executive Committee
- ASEE Oversight Committee
- ASEE Board of Directors
- ASEE Finance Committee
- ASEE International Advisory Committee
- ASEE Risk Management Committee

### **Meeting Commitments:**

1. The Most Immediate Past President chairs the following:

- The ASEE Nominating Committee, which holds its meeting at the winter Board Meeting and annual conference

2. The Most Immediate Past President attends the following meetings:

- ASEE Board Meetings (Winter, Summer)
- ASEE Risk Management Committee
- ASEE Executive Committee (Fall, Winter, Summer)
- ASEE Oversight Committee (Fall, Winter, Summer)
- ASEE Finance Committee (Fall, Winter, Spring, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Finance Committee Meeting
  - o Saturday Executive Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Saturday "ASEE 101" or "Greet the Stars"
  - o Sunday Finance Committee Meeting
  - o Sunday Board Meeting
  - o Sunday Ribbon Cutting on Exhibit Hall
  - o Monday Plenary
  - o Monday Finances Town Hall
  - o Monday President's International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday Focus on Exhibits and Lunch
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Award Ceremony and Lunch
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

**Responsibilities:**

- Serve on the Board of Directors for one final term
- Solicit/recruit nominations for the national elections the following year
- Chair the ASEE Nominating Committee (Winter and Summer Boards)
- Represent the ASEE President, as needed, at national and international meetings & conferences
- Work with the President and President-Elect on other ASEE activities as needed.
- Serve as liaison to Board of Directors from following standing committees
  - Risk Management Committee
  - Awards Policy Committee, Constitution and Bylaws Committee, Fellowship Member Committee,
  - National Outstanding Teaching Award Committee
  - Robert G. Quinn Award Committee
  - Meriam/Wiley Award Committee
  - James H. McGraw Award Committee
  - ASEE Lifetime Achievement Award Committee
  - Benjamin Garver Lamme Award Committee
  - Sharon Keillor Award Committee
  - John L. Imhoff Award Committee
  - Clement J. Freund Award Committee

## **Position Duties and Responsibilities: Vice President of Finance**

### **Term:**

- This position is an elected position for a term of 2 years.
- The VP of Finance (VPF) can be re-elected for one additional term.

**Committees:** The VP of Finance is a member of the

- ASEE Executive Committee
- ASEE Finance Committee
- ASEE Oversight Committee
- ASEE Long Range Planning Committee
- The VPF is also a member of the ASEE Board of Directors of the ASEE Convention and Seminar Corporation and Tau Alpha Pi of ASEE.
- ASEE International Advisory Committee

### **Meeting Commitments:**

The Vice President Finance:

- Chairs the ASEE Finance Committee, which meets 4 times each year (fall, winter, spring, summer).
- ASEE Executive Committee (Fall, Winter, Summer)
- ASEE Oversight Committee (Fall, Winter, Summer)
- ASEE Finance Committee (Fall, Winter, Spring, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Finance Committee Meeting
  - o Saturday Executive Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Finance Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Chair the Finances Town Hall
  - o Monday President's International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Award Ceremony and Lunch
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

### **Responsibilities:**

- The Vice President Finance's core duty is to understand the financial health of the organization and to report the organization's financial position to the Board of Directors.
- Chair the ASEE Finance Committee Meetings.
- Present for approval any changes to the ASEE financial policies.
- Review and recommend action on the audited financial statements.
- Review and recommend action on the budget for the next fiscal year.
- Review income and expenditures through the year.
- Review new initiatives brought to the ASEE Finance Committee.
- Review new initiatives brought to the ASEE Long-Term Strategic Financial Planning Committee
- Meet with ASEE Chief Financial Officer as necessary for planning and review.

## **TAB III-G-1. Position Duties and Responsibilities: Vice President External Relations**

### **Term:**

This position is an elected position for two years. The VP of External Relations can be re-elected for one additional term.

### **Committees:**

The Vice President External Relations is a member of the

- ASEE Executive Committee
- ASEE Board of Directors
- ASEE Finance Committee
- ASEE International Advisory Committee

### **Meeting Commitments:**

1. The Vice President External Relations Chairs the Projects Board

- Projects Board (Article III, Section 14, ASEE Constitution) meeting at the Annual Conference and possible telecom meeting in Dec/Jan
- The Vice President External Relations chairs the International Advisory Board meeting at the Annual Conference and possible telecom meeting in Dec/Jan.

2. The Vice President External Relations attends the following

- ASEE Board of Directors meetings (winter, summer)
- ASEE Executive Committee (Fall, Winter, Summer)
- ASEE Oversight Committee (Fall, Winter, Summer)
- ASEE Finance Committee (Fall, Winter, Spring, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Finance Committee Meeting
  - o Saturday Executive Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Finance Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Monday President's International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday Projects Board Meeting
  - o Tuesday ASEE General Body Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

**Responsibilities:**

- Nominate members for the Projects Board for approval by the Board of Directors at the annual meeting.
- Work with the ASEE staff to publicize the activities of the Projects Board and the value that it provides to the Society.
- When appropriate the projects board assists with soliciting new project proposals
- Nominate members for the International Advisory Board for approval by the Board of Directors at the annual meeting.
- Work with the ASEE staff to publicize the activities of the International Advisory Board and the value that it provides to the Society.
- When appropriate the International Advisory Board assists with soliciting new international institutional and individual members, MOU opportunities, and collaboration with international meetings.
- Oversight responsibility for external projects and reporting to the ASEE Board.
- Oversight responsibility for International Programs and reporting to the ASEE Board
- Current policy calls for the VP External Relations to chair the Public Policy Committee, a committee of all the other Vice Presidents in making recommendations to the President on public policy matters.

**Suggested Best Practices**

- Keep closely connected with the ASEE staff involved with projects being proposed so that you can be most effective in responding to their needs for feedback.
- Keep in close contact to ASEE staff responsible for International Programs.

## **Position Duties and Responsibilities: Vice President Member Affairs**

### **Term:**

This position is an elected position for two years.

### **Committees:**

The Vice President Member Affairs is a member of the

- ASEE Executive Committee
- ASEE Board of Directors
- ASEE Long-Range Planning Committee
- Diversity Committee (ex officio)

### **Meeting Commitments:**

1. The Vice President Member Affairs Chairs the following:

- Council of Zones meeting at the Annual Conference
- Campus Representative Meeting at the Annual Conference (coordinate with Membership Department)
- Greet the Stars session at the Annual Conference (coordinate with Membership Department)
- Student Chapter Planning Meeting at the Annual Conference (coordinate with Membership Department)
- Campus Representative Reception at the Annual Conference (coordinate with Membership Department)
- Membership Policy Committee

2. The Vice President Member Affairs attend the following meetings:

- ASEE Executive Committee
- ASEE Board of Directors Meetings
- New Officer's Orientation Session (coordinated with Membership and Accounting Department)
- Zone meetings at the Annual Conference
- Section meetings as appropriate
- ASEE Board of Directors meetings (winter, summer)
- ASEE Executive Committee (Fall, Winter, Summer)
- ASEE Oversight Committee (Fall, Winter, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Monday President's International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday Projects Board Meeting
  - o Tuesday ASEE General Body Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

### **Responsibilities:**

- Work with ASEE Headquarters Director of Membership and Awards Coordinator on the Membership & Volunteer Services Objectives of the Strategic Plan.
- Coordinate Best Zone Paper Process and serve on judging committee at the annual conference.
- Communicate with Zone and Section leadership on membership issues.
- Work with Headquarters Member Services to maintain an effective campus representative program.

Serves as the Board liaison for  
The Diversity Committee

## **Position Duties and Responsibilities: Vice President Professional Interest Councils**

### **Term:**

This one-year position is Board-elected from the Chairs of the Professional Interest Councils. By agreement of all five PICs, they determine the preferred candidate for VP-PICs.

### **Committees:**

The Vice President PIC is a member of the

- Executive Committee of the Board of Directors
- Long Range Planning Committee
- Program Committee (Annual Conference)
- Membership Policy Committee
- National Outstanding Teaching Award Committee
- ASEE Nominating Committee

### **Meeting Commitments:**

1. The Vice President PIC chairs the following:

- PIC Chairs Meeting (winter, summer)

2. The Vice President PIC attends the following

- ASEE Board of Directors meetings (winter, summer)
- ASEE Executive Committee (Fall, Winter, Summer)
- ASEE Oversight Committee (Fall, Winter, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Monday President's International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday Projects Board Meeting
  - o Tuesday ASEE General Body Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

### **Responsibilities:**

- Serve on Executive Committee and represents all PICS
- Allocate operating account funds to PICS and Divisions (communicated to HQ, Financial Officer in September)
- Coordinate meetings (teleconference recommended) with PIC chairs as appropriate to deal with program and other issues

## **Position Duties and Responsibilities: Vice President of Institutional Councils**

### **Term:**

This one-year term position is **Board-elected\*** from the Chairs of the Institutional Councils. **\*By agreement of all four Councils this position is rotated through the Councils (see below.)**

### **Committees:**

The Vice President of Institutional Councils chairs

- Institutional Council Chairs Meeting (winter, summer)

The Vice President of Institutional Councils is a member of the

- ASEE Executive Committee of the Board of Directors
- Membership Policy Committee
- ASEE Nominating Committee

### **Meeting Commitments:**

The Vice President of Institutional Councils attends the following

- ASEE Board of Directors meetings (winter, summer)
- ASEE Executive Committee (Fall, Winter, Summer)
- ASEE Oversight Committee (Fall, Winter, Summer)
- ASEE Long Range Planning Committee (Winter, Summer)
- ASEE Annual Summer Conference
  - o Saturday Oversight Committee Meeting
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Monday President's International Representatives Reception
  - o Tuesday Plenary
  - o Tuesday Projects Board Meeting
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

### **Responsibilities:**

- Serve on the Executive Committee of the ASEE Board of Directors representing the four ASEE Councils, the Engineering Deans Council, Engineering Technology Council, Corporate Members Council, and Engineering Research Council. All action taken by the ASEE Executive Committee will be communicated to the ASEE Board of Directors at its next meeting.
- Act on and conduct business of the ASEE Board of Directors as may be necessary between meetings of the Board and any other business, which is delegated to it by the ASEE Board of Directors.
- Communicate and/or consult, if possible, with each of the Council Chairs on business matters conducted by the ASEE Executive Committee.
- Strive to support a cohesive atmosphere and develop partnerships whenever possible among the four ASEE Councils to promote ASEE goals

Serves as the Board liaison for  
The Long Range Planning Committee  
The P12 Committee

**\*By agreement of all four Councils the Vice President of Institutional Councils' position will rotate annually to the Chair of the Council as follows: CMC, ETC, ERC, EDC.**

## **Position Duties and Responsibilities: Chair Council of Sections Zone “x”(Geographic Zone)**

### **Term:**

This is an elected position with a term of 3 years.

### **Committees:**

The Zone Chair is a member of the

- Board of Directors (Winter and Summer)
- Nominating Committee (Winter and Summer)

### **Meeting Commitments:**

1. The Zone Chair chairs the following:

- The appropriate Zone meeting at the Annual Conference
- The appropriate mid-year zone meeting, this may be a teleconference.
- The Zone I (or another zone) Chair may be called upon to chair the Canadian Affairs meeting at the Annual Conference.

2. The Zone Chair attends the following

- Campus Representative Meeting at the Annual Conference
- Greet the Stars session at the Annual Conference
- Student Chapter Planning Meeting at the Annual Conference
- Campus Representative Reception at the Annual Conference
- Board of Directors meetings (winter, summer)
- Section meetings (and section executive meetings as needed) for the Sections in the Zone
  
- ASEE Annual Summer Conference
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board Meeting
  - o Wednesday President’s Farewell Reception
  - o Wednesday Nominating Committee Meeting
  - o Thursday Strategy and Budget Meeting

### **Responsibilities:**

- Coordinate the selection of the Zone Best Campus Representative for the Zone
- Coordinate the selection of the Best Zone Paper for the Zone
- Communicate with Section leadership on membership issues
- Work with HQ Member Services and the VP Member Affairs to maintain programs

### **Best Practices:**

- Identify initiatives to support and strengthen Section meetings and promote Zone meetings if appropriate
- Coordinate communication among Sections to share good practices related to Section meeting planning, particularly with regard to student chapter involvement, student paper competitions, industry-government partnerships, etc.

## **Position Duties and Responsibilities: Chair Professional Interest Council**

**PIC I Divisions:** Aerospace, Architectural, Biological and Agricultural, Chemical, Civil, Construction, Electrical and Computer, Engineering Economy, Eng. Management, Industrial, Manufacturing, Mechanical

**PIC II Divisions:** Biomedical, Design in Engineering Education (DEED), Engineering Technology, Environmental, Materials Engineering, Multidisciplinary Eng. CC, Nuclear and Radiological, Ocean and Marine, Software Engineering CC, Systems Eng. CC

**PIC III Divisions:** Energy Conversion & Conservation, Engineering & Public Policy, Engineering Design Graphics, Freshman Programs, Information Systems, Instrumentation, Liberal Education, Mathematics, Mechanics, Physics & Engineering Physics, Two-Year College

**PIC IV Divisions:** Computers in Education, Educational Research and Methods (ERM), Ethics CC, Engineering Libraries, Entrepreneurship, Experimentation and Laboratory- Oriented Studies (DELOS), Graduate Studies, International, K-12 CC Minorities in Engineering, New Engineering Educators, Women in Engineering, Student CC

**PIC V Divisions:** College-Industry Partnerships, Continuing Professional Development, Cooperative Education

### **Term:**

This position is an elected position with a 3year term.

### **Committees:**

The PIC Chair is a member of the

- Board of Directors
- Program Committee
- Nominating Committee (Winter and Summer)

### **Meeting Commitments:**

1. The PIC Chair chairs the following:

- PIC business meeting at the Annual Conference

2. The PIC Chair attends the following

- Board of Director meetings (winter, summer)
- ASEE Annual Summer Conference
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board Meeting
  - o Wednesday Nominating Committee Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

3. November/fall conference planning meeting

### **Responsibilities:**

- Act as communication link between divisions and BOD
- Attend as many division business meetings as possible during the annual conference
- Bring business items from the divisions to the board for approval, including: changes to dues, bylaws, establishment of awards, etc.
- Chair and publicize annual business meeting of the PIC at the annual conference (typically held on Sunday)

- Allocate operating account funds and monitor expenditures of divisions
- Represent the interests of the PIC at the Program Committee meeting in November
- Deal with program problems, complaints from divisions
- Assist other PIC chairs in reviewing Best Papers for annual conference
- Coordinate the selection of the best division paper from the PIC division and participate in the selection of the best paper for the annual conference

### **Suggested Best Practices**

1) Maintain regular email contact with Division Chairs and Program Chairs, including:

- a. Notification of upcoming BOD meetings (ask if there are any issues which need BOD attention)
- b. Solicit nominations for distinguished lecturers
- c. Notification of PIC business meeting at annual conference (including agenda)

2) Encourage divisions to use their operating account funds and educate them on how they can be spent: *Annual operating budgets must be used for activities which promote the mission and vision of ASEE. Annual operating accounts shall not be used for personnel expenses of any kind without prior approval of the Vice President of Finance, or for member travel, or the expenses of any publication which is sold or in which advertising space is sold, or in any way which is imprudent or in violation of law, or of commonly accepted business and professional ethics. (from Financial Policy Manual)*

3) Attend division business meetings at the annual conference to get acquainted, to let them know that you exist, and to ask how you can help them (most don't know what a PIC chair is). It can be difficult to attend them all, since many of them are typically scheduled at the same time period.

## **Position Duties and Responsibilities: Engineering Technology Council (ETC) Chair**

### **Term**

The Chair of Engineering Technology Council (ETC) is elected within the ETC membership. The term is 2 years (starting in the even-numbered calendar years).

### **Committees:**

The Chair of the Engineering Technology Council is a member of the

- ASEE Board of Directors
- ASEE Nominating Committee
  - ETC Executive Board meetings
  - ETC Business meeting
  - Council annual conference – Engineering Technology Leaders Institute (ETLI)

### **Meeting Commitments:**

The Chair of the Engineering Technology Council attends the following

- Board of Director meetings (winter, summer)
- ASEE Annual Summer Conference
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board Meeting
  - o Wednesday Nominating Committee Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting

### **Responsibilities:**

- Represents the member institutions to the best of his or her abilities recognizing that the Engineering Technology Council of ASEE is the national organization that speaks for engineering technology education and is committed to promoting quality education and creative endeavors in engineering technology.
- Performs the executive duties of the office which includes serving as a member of the ASEE Board of Directors.
- Submitting an annual report on the ETC activities to the membership and the ASEE Board of Directors at Annual Meeting.
- Solicit recommendations members to serve on James H. McGraw Award Committee
  - Organize and establish strategic long-range planning for the Council including membership goals and objectives.
  - Schedule, organize, and conduct annual business meetings of ETC and all meetings of the Executive Board. This includes telephone or web-based meetings as needed. Prepare an agenda for each meeting and forward it to all officers and committee chairs.
    - o Normally, the Executive Board meets as a group in person two times a year: at the ASEE Annual Conference in summer and at the ETLI meeting in fall. Additionally, the Executive Board holds monthly telephone or web-based meetings.
    - o Normally, the ETC Business meeting is held once a year at the ASEE Annual Conference in summer.
  - May schedule additional meetings of ETC at other times during the year.
  - Appoint members to fill vacancies occurring on the ETC Executive Board.
  - Appoint a Nominating Committee of five members within sixty (60) days following the annual meeting.

- Appoint leaders for strategies that are specific to the goals as set forth in the ETC Strategic Plan.
- Appoint all standing committees authorized by the Council bylaws and special committees authorized by the members of the Executive Committee. Serve as an ex-officio member of all Council committees.
- Assure that official cash disbursement signatures are on file at Society headquarters and approve all expenditures of Society funds. Personally inform the ASEE Executive Director of any Council/Division fundraising activities.
- Function as the master of ceremonies at the annual Frederick Berger Award banquet in even-numbered years and as master of ceremonies at the annual McGraw Award banquet in odd-numbered years.
- Serve as a member of a seven person Berger Award Selection Committee appointed by the President of ASEE.
- Serve as ex-officio member of the Board of Directors of the Engineering Technology Division (ETD).
- Serve as ex-officio member of the ETD Awards Committee.
- Serve as ex-officio member of the Board of Directors of the Honor Society of Tau Alpha Pi.
- Oversee the Council annual meeting program with the executive committee and the program committee.
- Oversee the Council annual conference (Engineering Technology Leaders Institute) program with the executive committee and the planning committee. The Chair is responsible for seeing that the duties of the ETLI Chair/Co-Chairs are carried out.
- Keep ASEE Headquarters, informed of all Council activities.
- Ensure that all unit officers fulfill their specific duties.

**Position Duties and Responsibilities: Engineering Deans Council (EDC) Chair  
Term**

The Chair of Engineering Deans Council (EDC) is elected within the EDC membership. The term is 2 years (starting in the odd-numbered calendar years).

**Committees:**

The Chair of the Engineering Deans Council is a member of the

- ASEE Board of Directors

**Meeting Commitments:**

The Chair of the Engineering Deans Council attends the following

- ASEE Board of Directors meetings
  - Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board Meeting
  - o Wednesday Nominating Committee Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting
- EDC Executive Board meetings
- EDC Business meeting
- Council annual conferences – Public Policy Colloquium (PPC) and Engineering Deans Institute (EDI)

**Responsibilities:**

- Represents the engineering member institutions in all matters relating to engineering education conducted in or by the member colleges, and is to represent and speak on behalf of these colleges in all such matters.
- Perform the duties which usually devolve upon that office. The Council Chair shall, by virtue of this office in this Council, serve as a director of the ASEE Board.
  - Submit an annual report of the EDC activities to the ASEE Executive Director in May for ASEE Board of Directors meeting at the ASEE Annual Conference.
  - Organize and establish strategic long-range planning for the Council including membership goals and objectives.
  - Organize and preside at all Council Executive Board and business meetings.
    - o Normally, the EDC Executive Board meets in person three times a year: at the Engineering Deans Institute (EDI) in spring, at the ASEE Annual Conference in summer, and in fall at the ASEE Headquarters in Washington, DC.
    - o Normally, the EDC Business meeting is held twice a year: at the Engineering Deans Institute (EDI) in spring and at the ASEE Annual Conference in summer.
  - May call the special meetings of the Council as needed upon reasonable notice to the membership of the Council.
  - May call the meetings of the Executive Board of this Council as needed upon fifteen (15) days' notice to the membership of the Executive Board.
  - With the advice and approval of the Executive Board, shall appoint committees as are deemed necessary and designate the chair thereof.
  - Appoint a Nominating Committee of three (3) members, with the approval of the Executive Board of this Council at the time of the annual meeting.

- Appoint members to fill vacancies occurring on the EDC Executive Board, provided that it receives the majority vote of the existing members of the Executive Board.
- Appoint all standing committees authorized by the Council bylaws and special committees authorized by the members of the Executive Committee. Serve as an ex-officio member of all Council committees.
- Personally inform the ASEE Executive Director of any Council fundraising activities.
- Oversee the Council annual meeting program with the executive committee.
- Oversee the Council annual conference programs (Public Policy Colloquium, Engineering Deans Institute) with the planning committees.
- Keep ASEE Headquarters, informed of all Council activities.
- Ensure that all unit officers fulfill their specific duties.

## **Position Duties and Responsibilities: Corporate Member Council (CMC) Chair**

### **Term:**

The Chair of Corporate Member Council (ERC) is elected within the CMC membership. The term is 2 years.

### **Committees:**

The Chair of the Corporate Member Council is a member of the

- ASEE Board of Directors
- ASEE Nominating Committee

### **Meeting Commitments:**

The Chair of the Corporate Member Council attends the following

- Board of Director meetings (winter, summer)
- ASEE Annual Summer Conference
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board Meeting
  - o Wednesday Nominating Committee Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting
- CMC Executive Board/Business meetings
- Annual conference – Conference for Industry and Education Collaboration (CIEC)

**Responsibilities:**

- The Chair of the Corporate Member Council represents the industry members in all matters related to fostering, encouraging, and cultivating the dialogue between industry and engineering educators.
  
- The Chair of the Corporate Member Council encourages, and cultivates dialogue between industry and engineering educators and speaks for industry.
  - Submit an annual report of the CMC activities to the ASEE Executive Director in May for ASEE Board of Directors meeting at the ASEE Annual Conference.
  - Organize and establish strategic long-range planning for the Council including membership goals and objectives.
  - Schedule, organize, and conduct all Council Executive Board and business meetings. Prepare an agenda for each meeting and forward it to all officers and committee chairs.
    - Normally, the CMC Executive Board meets in person two times a year at their business meetings: at the annual Conference for Industry and Education Collaboration (CIEC), usually on Industry Day, in winter and at the ASEE Annual Conference, on Industry Day, in summer. Additionally, the Executive Board holds monthly telephone or web-based meetings.
  - May schedule additional meetings of CMC at other times during the year.
  - By the fourth (4th) Thursday of March along with the Past-Chair (Nominating Committee Chair) shall appoint two (2) members to the Nominating Committee from the membership of CMC. If the Past-Chair is not available, appoint one of the Directors or Ex-Officio Member to serve as the Nominating Committee Chair.
  - With the advice of the Executive Board, shall appoint a Program Chair for the ASEE Annual Conference who also supports the CIP Program Chair for the Conference for Industry and Education Collaboration (CIEC).
  - Appoint all standing committees authorized by the Council bylaws and special committees authorized by the members of the Council Executive Committee. Serve as an ex-officio member of all Council committees.
  - Serve as Chair of the CMC Excellence in Engineering Education Collaboration Awards (EEEC) Committee.
  - Assume responsibility for the functioning of the Council and oversee all Council finances. Assure that official cash disbursement signatures are on file at ASEE Headquarters. Approve all expenditures of Society funds. Personally inform the ASEE Executive Director of any Council fundraising activities.
  - Oversee the Council annual meeting program with the Executive Committee and the Program Chair.
  - Keep ASEE Headquarters, informed of all Council activities.
  - Ensure that all unit officers fulfill their specific duties.

## **Position Duties and Responsibilities: Engineering Research Council (ERC) Chair**

### **Term:**

The Chair of Engineering Research Council (ERC) is elected within the ERC membership. The term is 2 years (starting in even-numbered calendar years).

### **Committees:**

The Chair of the Engineering Research Council is a member of the

- ASEE Board of Directors
- ASEE Nominating Committee

### **Meeting Commitments:**

The Chair of the Engineering Research Council attends the following

- Board of Director meetings (winter, summer)
- ASEE Annual Summer Conference
  - o Saturday Long Range Planning Committee Meeting
  - o Sunday Board Meeting
  - o Monday Plenary
  - o Tuesday Plenary
  - o Tuesday ASEE General Body Meeting
  - o Wednesday Board Meeting
  - o Wednesday Nominating Committee Meeting
  - o Wednesday President's Farewell Reception
  - o Thursday Strategy and Budget Meeting
- ERC Board of Directors meetings
- ERC Business meeting
- Council annual conference – ERC Annual Conference

### **Responsibilities:**

- The Chair of the Engineering Research Council represents the research institutional members providing a forum for discussion of problems and exchange of information pertaining to the research activities.
- The Chair of the Engineering Research Council represents and speaks on behalf of research and its administration both externally and within ASEE.
  - Submit an annual report of the ERC activities to the ASEE Executive Director in May for ASEE Board of Directors meeting at the ASEE Annual Conference.
  - Organize and establish strategic long-range planning for the Council including membership goals and objectives.
  - Schedule, organize, and conduct all Council Board of Directors and business meetings. Prepare an agenda for each meeting and forward it to all officers and committee chairs.
    - o Normally, the ERC Board of Directors meets in person three times a year: at the ERC Annual Conference in spring, at the ASEE Annual Conference in summer, and in fall at the ASEE Headquarters in Washington, DC. Additionally, the ERC Board of Directors is planning the annual conference and holds monthly telephone meetings.
    - o Normally, the ERC business meeting is held once a year at the ERC Annual Conference in spring.

- May call the special meetings of the ERC Board as needed upon fifteen (15) days notice to the membership of the ERC Board.
- May schedule additional meetings of ERC at other times during the year.
- Designate the Chairperson of each committee, except for the ERC Nominating Committee.
- May make a special appointment to fill any vacant Director position on an interim basis prior to the next regular election or special election.
- Appoint all standing committees authorized by the Council bylaws and special committees authorized by the members of the Council Executive Committee. Serve as an ex-officio member of all Council committees.
- Assume responsibility for the functioning of the Council and oversee all Council finances. Assure that official cash disbursement signatures are on file at ASEE Headquarters. Approve all expenditures of Society funds. Personally inform the ASEE Executive Director of any Council fund-raising activities.
- Oversee the Council annual meeting program with the Executive Committee and the Program Chair. The Chair has ultimate responsibility for seeing that the duties of the Program Chair are carried out.
- Oversee the Council annual conference (ERC Annual Conference in spring) program with the Executive Committee and the Planning Committee. The Chair is responsible for seeing that the duties of the ERC Annual Conference Chair are carried out.
- Keep ASEE Headquarters, informed of all Council activities.
- Ensure that all unit officers fulfill their specific duties.