

2018 NEW OFFICER INFORMATION SHEET

- 1) WELCOME & INTRODUCTION OF STAFF: Gary Steffen; ASEE VP, Member Affairs
- 2) ASEE HEADQUARTERS SUPPORT: Jessalyn Vermillion; Controller and Director
Tim Manicom; Membership Director
- 3) Distribution of Materials:
 - a) New Officer Information Sheet (this sheet)
 - b) Presentation Notes
 - c) New Officer Form (must be submitted to t.tucker@asee.org by July 1)
 - d) Disbursement Forms (must be submitted to j.vermillion@asee.org by July 1)
- 4) NEW OFFICERS PRESENTATION: Tim Manicom, Membership Director
 - a) Officer Manuals & Forms available at: **www.asee.org/member-resources/resources**
 - b) [ASEE Financial Policy](#)
 - c) [ASEE Constitution](#)
 - d) [ASEE Bylaws](#)
 - e) [ASEE Public Policy](#)
 - f) [Signature Form](#) (PDF format)
 - g) [Disbursement Form](#) (PDF format)
 - h) [Zones & Sections Operating Manual](#)
 - i) [Division & Constituent Committee Operating Manual](#)
- 5) Division/Section By-Laws, Officers, Meetings, and more
 - a) [Division information](#)
 - b) [Section information](#)
- 6) [ASEE Awards Program information](#)
 - a) [Lists of all awards, sorted by type, with nomination guidelines and forms](#)
 - b) [Awards Policies & Procedures Manual](#)
- 7) Members Only (must log in, once per session using the email address associated with your ASEE membership and your user-created password)
 - a) [Personal ASEE Home Page](#)
 - b) [Electronic membership directory](#)
 - c) [On-line professional listing and contact information update](#)
 - d) Publications
 - i) [ASEE Prism](#)
 - ii) [Journal of Engineering Education](#)
 - iii) [Advances in Engineering Education](#)
 - iv) [Profiles of Engineering and Engineering Technology Colleges](#)
 - v) [Division publications](#)
 - vi) [ASEE First Bell Newsletter](#)
 - vii) [ASEE Connections Newsletter](#)
 - viii) [Capitol Shorts Newsletter](#)
 - e) [Classified ads](#)
- 8) Communicating with your constituents
 - a) [Mailing Labels](#)
 - b) [Rosters](#)
 - c) [Listservs](#)