New Officer Orientation

membership@asee.org

American Society for Engineering Education
Charge To All Officers

- A working - not honorary - position
- Advance planning, continuity of efforts
- Maintain effective communication with members
- Represent membership
- Adhere to deadlines
- Keep HQ informed
Who Represents You?

- Divisions represented by **PIC Chair**
  - Divisions are grouped into 1 of 5 PICS (**Professional Interest Council**)
- Sections represented by **Zone Chair**
  - Sections are grouped into 1 of 4 **Zones**
- **Board of Directors** ([board@asee.org](mailto:board@asee.org))
Leadership tools for Chairs, Program Chairs, Membership Chairs, and authorized Listserv senders

- Leadership seats
- Leadership bodies
- Listserv addresses
- Membership rosters
- Annual officer updates
ASEE HQ Services

- Membership Rosters (available to chair and membership chair; t.manicom@asee.org)
- Web Hosting (s.woodward@asee.org)
  - Maintained by your group
- Listservs (available to chair and program chair; t.manicom@asee.org)
- Member Ids for voting (t.manicom@asee.org)
  - HQ cannot administer your group’s election
- Conference In A Box for Sections (conferences@asee.org)
ASEE HQ Services
(continued)

- Proceedings and newsletter archives ([t.manicom@asee.org](mailto:t.manicom@asee.org))
  - PEER ([instructions](mailto:t.manicom@asee.org))
- Meeting [Promotions](mailto:t.manicom@asee.org) ([t.manicom@asee.org](mailto:t.manicom@asee.org))
- ‘Cheat Sheets’
- [Electronic membership directory](mailto:t.manicom@asee.org) (memberships counts)
- Promotional materials
  - Videos, and e-brochure and e-posters
- ASEE Hub (coming soon)
Annual Action Items

▶ Read group bylaws

▶ Submit names of incoming officers (t.tucker@asee.org)
  ▶ Submit online by 29 June

▶ Update bylaws (model bylaws; contact PIC Chair)
  ▶ > 10-years since last update
  ▶ Ensure all board positions are included
  ▶ Include a diversity statement - see model bylaws

▶ Review group’s description (t.manicom@asee.org)

▶ Familiarize yourself with ASEE’s Division operating manual (t.manicom@asee.org)
On-Going Action Items

- Membership counts (electronic membership directory)
  - >= 125 members (possible group probationary status)
- Welcome new members (sample emails at end of operating manual)
  - Encourage lapsed to reactivate (sample emails at end of operating manual)
- Keep HQ informed (minutes) (t.manicom@asee.org)
- Adhere to deadlines set by HQ
- Distribute calls for papers to non-members
- Think of volunteer opportunities (t.manicom@asee.org)
Listserves

- Senders - Chairs, Program Chairs
  - Must be sent from ASEE profile address
  - Limit attachments to >200kb
  - upload if larger
- Those who don’t receive need to work with their IT team to review personal and universal filters
- NEVER SEND GROUP-WIDE ANNOUNCEMENTS USING A MEMBERSHIP ROSTER
Officer Duties

- Review Group’s Bylaws
- Contact Predecessor
- Familiarize Yourself With The Operating Manual
Chair Duties

- Introduce yourself to your constituents (use listserv)
- Responsible for function of group
- Establish long-range goals
- Organize and preside at all business meetings
- Plan and chair all executive meetings
- Oversee annual meeting
- Welcome letter to all new members
- Ensure officers fulfill their duties
- Submit names and position of incoming (annually regardless of election cycle)
- Perform other duties designated by bylaws
Chair-Elect

- Prepare request for annual operating budget
- Assume duties in chair’s absence
- Assist in overheating program planning
- Assume duties delegated by chair
- Perform other duties designated by bylaws
Program Chair

- Develop session according to constituent interests
- Coordinate sessions with timeframe set by ASEE HQ
- Work with ASEE Conferences in developing written program
- Perform other duties designated by bylaws
Secretary/Treasurer

- Keep all minutes
  - Finance-related to ASEE HQ
- Submit approved signature to form controller
- Collect all group income
- Maintain auditable financial records
- Submit financial report at each group meetings
- Perform other duties designated by bylaws
Awards Chair

- Work with awards committee to select award recipients
- Transmit award information to HQ for publicity and publications
- Notify awardee and nominator
- Notify nominators of unsuccessful nominations
- Plan presentation ceremony
- Perform other duties designated by bylaws
Editor

- Collect, correlate, edit materials for periodic newsletter
- Advise chair and HQ the requirements for the transmission of the letter
- Perform other duties designated by bylaws
Historian

- Keep, catalogue, transfer to successor information not normally kept by secretary
- Responsible for filing appropriate historical document with the group’s archival library
- Perform other duties designated by bylaws
ASEE Annual Conference

- Consider co-hosting sessions with other Divisions
- Program development should begin 12 - 18 months before hand
- Groups have reasonable freedom in developing sessions
- Number of sessions limited by space availability
- “Quality rather than quantity”
- External organizations
  - Request to sponsor, support, or endorse external event require approval of board (PIC or Zone Chair)
Ideas

- Section meetings
  - Ensure session rooms are close to exhibits
  - Email printable parking on-campus parking permits to attendees
  - Have Section meeting attendees register with ASEE user Id
- Division and Sections: host events at annual conference
  - Send thank you notes to sponsors (promptly)
Notes

- Sections cannot charge dues
- ASEE is unable to administer unit directions
- If one person receives your Listserv announcement, your send was successful
- Contact other group hairs to consider distributing calls for papers and other promotions to their constituents
- Invest in a banner/table display (Division mixer or Section meeting)
- Interested in starting a new Division?
The End