

# Officers Duties

Baltimore Section Officer Training

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March 19, 2005 HEM

# Chair/Vice-chair

- **Know Constitution and bylaws**
- **Develop meeting plans and agenda**
- **Preside over section meetings**
- **Establish and support chapters**
- **Identify volunteers and present to Executive Committee for review**
- **Ensures proper training of officers and committee chairs**

## **Chair/Vice-chair (cont)**

- **Verifies accuracy of L-50 and signs**
- **Ensures performance of other officers and committee chairs**
- **Appoints nominating committee**
- **Prepares reports on section activities to Region**
- **Transfers records to new Chair**

# Secretary

- **Record minutes of Section/Chapter meetings**
- **Distribute agenda and meeting notices**
- **Ensure meetings are reported to RAB**
- **Notify RAB of officer changes**
- **Maintain forms, stationary, etc.**
- **Maintain Section records**
- **Submit bylaws changes to Region/RAB**



# Treasurer

- **Maintain financial records**
- **Maintain bank account**
- **Ensure signature cards are signed and processed for IEEE staff**
- **Prepare annual budget**
- **Chair Finance Committee**
- **Make disbursements IAW approved budget**

## **Treasurer (cont)**

- **Refer expenses outside budget to Chair**
- **Ensure expenditures IAW IEEE policy and law**
- **Familiar with financial section of RAB Operations Manual**
- **Prepare financial reports**
- **Submit annual L-50 Financial Report**
- **Transfer financial records**



# Awards and Recognition

- **Knowledgeable of IEEE governance documents**
- **Maintain awards records and transfer at end of term**
- **Submit awards and award nominations**
- **Draft recognition letters**
- **Preside over A&R Committee**

# PACE and Education

- **Knowledgeable of IEEE governance documents**
- **Maintain awareness of Section demographics and career/educ. activities**
- **Maintain awareness of IEEE career/educ. activities**
- **Plan and execute programs for career/educ. development of Section membership**
- **Transfer records**



# Student

- **Maintain awareness of student activity programs with Regional Student Activities Chair and Student Representative**
- **Maintain communications with Student Branches**
- **Plan and execute training programs for student branches**
- **Transfer records**

# Membership Development

- **Maintain current membership records**
- **Distribute SAMIEEE information as required**
- **Communicate with Regional membership development**
- **Serve as resource for Senior Member elevation**
- **Receive monthly membership statistics and pass on to Section EXCOM**
- **Plan membership recruitment with GOLD and student branches**
- **Transfer records**

