

Maine Section IEEE

Duties of the Section Chair

The following is past opinion of one Past-Chair. It should not be considered a substitute for official IEEE publications, which should be received from Piscataway shortly after notification of a Section election. IEEE publications reflect the views of many Past-Chairs of many Sections.

A Chair's major job is to be sure that someone else is doing all of the actual work of running the Section. This means that he/she (he used hereafter to include either) will be involving others and multiplying by as many others as he can involve. This is easier than it might seem, if the Nominating Committee has found it's usual good selection of other officers.

Since nearly all Section correspondence will be delivered to the Chair, it is important that he mail copies to the proper volunteer. It is a rather mechanical job that no one else can fulfill. To be sure that these are received, be sure that CNEC, Region 1, and Piscataway know who has been elected.

Chairing each Executive Committee meeting is an obvious duty that may become easier if a few common sense guidelines are used.

Always publish an agenda prior to the meeting.

The Chair should remain impartial in debate and only vote to break ties.

The Chair should be sure that all sides are allowed to have equal time to support or to oppose any motion.

Never take anything too seriously. Business must be conducted in a business-like manner, but a sense of humor can make a long meeting seem shorter.

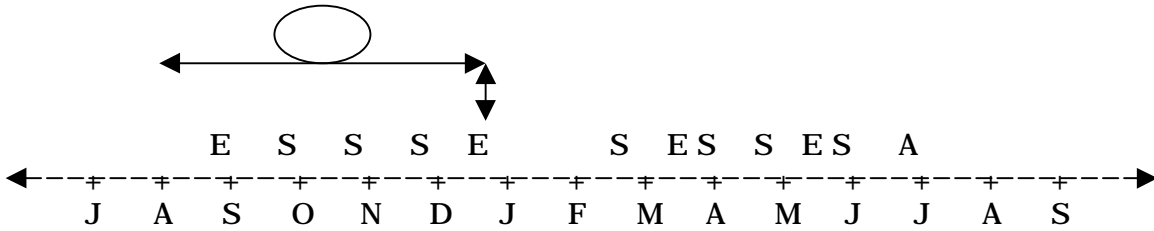
Perhaps the key to any task is early planning. The fall program should be defined during the spring that precedes an election of officers. It may be presumptuous, but it is far too late to plan a fall program in the fall. The Chair must be sure that the Program Chair has his fall planned before the summer begins. Announcements for publicity should be submitted to the Reflector in July for the September meeting.

If you make notes about Section events that will take place during your entire year and make sure that someone else is covering them, you will have a successful and easy term in office.

John Andrews
Maine Section Chair 1989-90

Executive Committee Task Chart

Vice Chair



Legend:

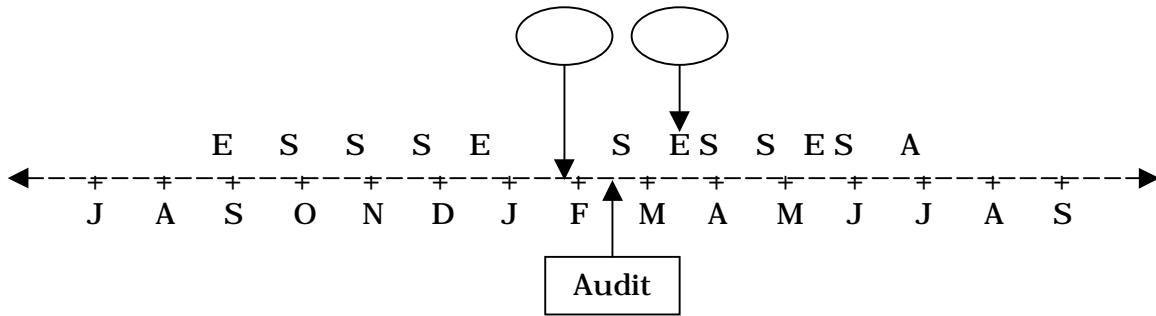
- E = Executive Committee Meeting
- S = Section meeting
- A = Annual meeting

Tasks:

- 1 = Prepare program of activities for the upcoming calendar year

Executive Committee Task Chart

Treasurer



Legend:

- E = Executive Committee Meeting
- S = Section meeting
- A = Annual meeting

Tasks:

- 1 = Send financial report to Headquarters
- 2 = Prepare annual budget; present to Executive Committee

Maine Section IEEE

Duties of the Secretary

General

The Secretary is responsible for keeping an updated Section Officer Roster, keeping minutes of Executive Committee meetings, distributing meeting handouts to those absent, collecting and submitting meeting reports, notifying the Section membership of Officer elections, overseeing the election process if done by ballot, and maintaining Section historical records.

Specific Duties

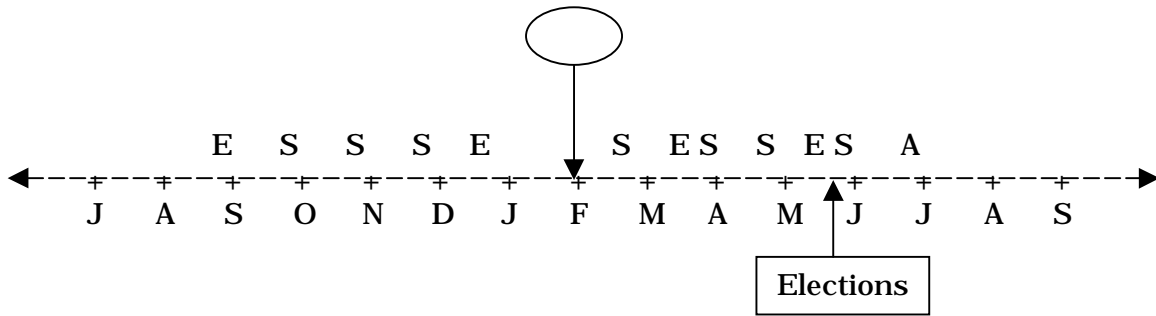
1. Officer Roster
Maintain an updated Maine Section Officer Roster. I have found it to be handy at Executive Committee meetings to hand out a copy of the Officer Roster and ask those present to initial or sign next to their names and also correct any information on the Roster. This is a way of both keeping the Officer Roster current and confirming a list of attendees for the Executive Committee minutes. Any officer changes must be reported to IEEE Field Services within twenty days. Also, report officer changes to the Central New England Council and Region 1 Secretaries, and Area A Representative.
2. Executive Committee Meetings
Either the Chair or the Secretary (upon request) normally sends out the notification and agenda for upcoming Executive Committee meetings. The Secretary is responsible for maintaining minutes of all Executive Committee meetings. The minutes should be distributed to not only those present, but also to Executive Committee members absent. The Secretary should also distribute handouts from Executive Committee meetings to those who were absent. The Area A Chair also gets minutes of the meetings.
3. Meeting Reports
Once a meeting date and speaker have been established, the Secretary should provide a Meeting Report Form (L-31) to the meeting sponsor. Within a few weeks after the meeting, the meeting sponsor should return a completed form to the Secretary. The Secretary will collect these forms over the course of a calendar year and submit an annual report to IEEE Field Services by February 1. This is critical to obtaining rebates from headquarters. This applies to section meetings, chapter meetings, and technical conferences (annual meetings).
4. Officer Election
Once the nominating committee has made its recommendation of a slate

of candidates for Maine Section Officers for the coming year, the Secretary should prepare a Notice of Intent to Elect Officers, a sample of which is found attached to the Bylaws. This notice must be sent with the February or March meeting notice mailing (by March 1) in keeping with Maine Section Bylaws. If no petitions are received by the Secretary by April 1, then that is the end of the Secretary's involvement other than making sure that an officer will be conducting a voice vote at the May meeting. If the Secretary receives petitions for nomination by April 1, then the secretary manages a ballot election process as outlined in Article VII, Section B of the Bylaws.

5. Membership List
The Secretary should maintain a copy of the Section Membership List in order to be able to contact any Section members on behalf of the Executive Committee. A valid membership list is also required in a ballot election process.
6. Section Officer's Manual
The Secretary should note changes required in the Officer's Manual to keep it up-to-date.
7. Historical Records
 - A. Binder
The Secretary should maintain a three-ring binder that contains the Section's records for the prior three section years.
 - B. Archives
For Section records older than three years, the Secretary should forward those records to Kevin Bonner to archive at the CMP electrical museum (old Farmingdale Substation). You can contact Dave Conroy about this (1-800-565-0121 ext. 2332).
8. Bylaws
The Secretary should be the "keeper of the Bylaws." The Secretary should have a current copy of the Bylaws available at all Executive Committee meetings.
9. Transition
After officer elections and before the fall planning meeting, the prior Secretary should hand over meeting reports for the meetings for the first half of the calendar year, the binder that contains the Section records for the past few years, and the Section stationery. In helping fulfill secretarial duties, questions can be answered by fellow Executive Committee members or Section-Chapter Support.

Executive Committee Task Chart

Secretary



Legend:

- E = Executive Committee Meeting
- S = Section meeting
- A = Annual meeting

Tasks:

- 1 = Send meeting report to Headquarters
- = Mail proposed slate of officers to membership; include activities program for upcoming year.

Maine Section IEEE

Duties of the Members at Large

General

The members at large are elected for a two-year term. Each member serves as Junior Member at Large during the first year and as Senior Member at Large during the second year. Their main duty is to arrange for the annual section meeting (see Article V, Section F in the Section Bylaws).

The following suggestions should be helpful to new members:

Annual Meeting Date:

June is the favorite month, since it follows the election of officers in May and precedes the vacation season. Second or third week avoids possible interference with 4th of July travel.

Meeting Location & Accommodations:

A pleasant, easily accessible and affordable restaurant or resort, at the discretion of the organizers. Optional spouse's activities may influence the location selection. Refreshments should be provided.

Speakers:

Five technical speakers, including an after dinner speaker, must be featured in order to qualify for the rebate as a "technical conference." The selection of topics should appeal to a variety of members from the PES/IAS, communication, and CS/EDS chapters.

Planning:

In order to secure both the location and the speakers, arrangements should be made well in advance of the meeting. The following milestones are suggested:

- 1) September to November: Line up five speakers and secure the meeting place.
- 2) December: Progress report at the Executive Committee meeting.
- 3) April: Prepare and mail a full-page meeting notice to the Reflector for publication in the May issue – deadline for publication is six weeks before the issue date. Prepare a meeting notice to the Beacon for publication in the May issue – deadline for publication is the 15th of the month prior to the issue date.
- 4) June: Mail meeting announcement to the Maine members no later than three weeks prior to the meeting.

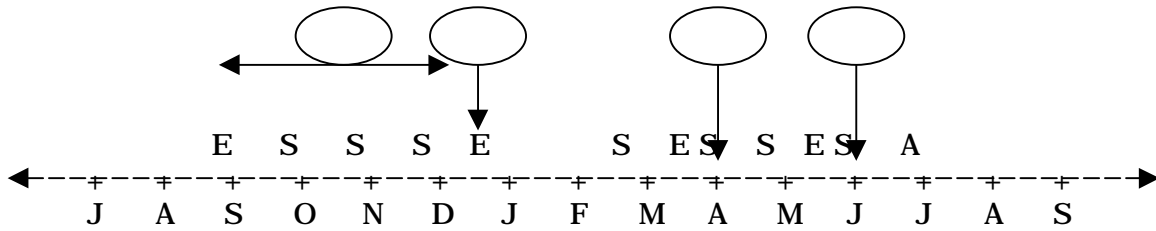
Financial Guidelines

Try to avoid meeting room charges. The speakers receive a desk plaque and a

lobster dinner. The Maine Section covers no other speaker expenses such as travel or honoraria, except by prior Executive Committee approval. Ideally, the registration fee should be calculated to break even. Since the resulting fee may prove unattractive under this assumption, a reasonable amount is added to the net dinner charge (say \$3-\$6) for the member fee, and an additional \$5 is charged added for nonmembers. Early registration discounts have been offered in the past, but seem to confuse the issue. Members or guests who do not stay for dinner may be charged up to a \$5 nominal cost, to help cover room and hors d'ouvers charges.

Executive Committee Task Chart

Members at Large



Legend:

- E = Executive Committee Meeting
- S = Section meeting
- A = Annual meeting

Tasks:

- 1 = Line up 5 speakers and annual meeting location.
- 2 = Report to Executive Committee on meeting status.
- 3 = Send meeting notice to Reflector for publication.
- 4 = Mail meeting announcement to Maine members.

Maine Section IEEE

Duties of the Audit Committee

General

The Audit Committee is appointed by the Section Chair no later than February 15 of each year (preferably by the 1st of the year). It has typically consisted of three persons. Audit Committee members preferably should not have any transactions with the Section Treasurer within the past year (such as compensation from the Treasurer for expenses incurred on behalf of the Section). The Audit Committee should review the Section financial records and provide a report to the Section Chair. The Audit Committee is an Ad Hoc Committee, with the specific purpose of reviewing the Section financial records for the prior year and providing a report to the chair, after which the Committee is dissolved.

Specific Duties

1. Arrange for a meeting with the Section Treasurer. To this meeting, the Treasurer should bring all of the financial records for the prior year.
2. Verify the existence of written receipts for all major expenditures.
3. Sample the reconciliation of the Section balance sheet with the bank statement.
4. Verify the timely receipt, deposit, and recording of section rebates from headquarters. Also verify that the rebates have been calculated properly by headquarters.
5. Provide a written report to the Chair, signed by all the Committee members.