

# 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))

# Your ASEE Homepage

[www.asee.org/public](http://www.asee.org/public)

▶ Leadership tools for Chairs, Program Chairs, Membership Chairs, and authorized Listserv senders

▶ Leadership seats

▶ Leadership bodies

▶ Listserv addresses

▶ Membership rosters

▶ Annual officer updates

Welcome, :

- Your ASEE Membership
- Upcoming Conferences
- Upcoming Webinars
- On Demand Webinars
- Classifieds
- Notes from Annual Conference Roundtables
- **Leadership Positions**

ASEE records indicate that you serve in the leadership positions listed below. Listserv announcements must be sent from the email address you have on file with ASEE ( ). When sending announcements you will need to limit the size of any attachments to 200kb. If your attachment is larger, it is recommended that you upload the attachment to your group's website, if available, and include a link to the file in your message.

If you believe ASEE's records are out of date please have the group's current Chair submit a list of the current officers to the membership department.

Leadership Seat	Leadership Body	Listserv Address		
Chair		@asee.org	View Reports	Manage Officers
Authorized Listserv Sender	Award Committee			

# ASEE HQ Services

- ▶ Membership [Rosters](#) (available to chair and membership chair; [t.manicom@asee.org](mailto:t.manicom@asee.org))
- ▶ Web Hosting ([s.woodward@asee.org](mailto:s.woodward@asee.org))
  - ▶ Maintained by your group
- ▶ [Listservs](#) (available to chair and program chair; [t.manicom@asee.org](mailto:t.manicom@asee.org))
- ▶ Member Ids for voting ([t.manicom@asee.org](mailto:t.manicom@asee.org))
  - ▶ HQ cannot administer your group's election
- ▶ Conference In A Box for Sections ([conferences@asee.org](mailto:conferences@asee.org))

# ASEE HQ Services

*(continued)*

- ▶ Proceedings and newsletter archives ([t.manicom@asee.org](mailto:t.manicom@asee.org))
  - ▶ [PEER](#) ([instructions](#))
- ▶ Meeting [Promotions](#) ([t.manicom@asee.org](mailto:t.manicom@asee.org))
- ▶ ‘Cheat Sheets’
- ▶ [Electronic membership directory](#) (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](mailto: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](mailto:t.manicom@asee.org))
- ▶ Familiarize yourself with ASEE's Division [operating manual](#) ([t.manicom@asee.org](mailto:t.manicom@asee.org))

# On-Going Action Items

- ▶ Membership counts ([electronic membership directory](#))
  - ▶  $\geq 125$  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](mailto: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](mailto:t.manicom@asee.org))



# Listserve

- ▶ 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**

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[View Reports](#) [Manage Officers](#)

# 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 materisl 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 chairs 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