Chapter Officer Responsibilities

Table of Contents
Chapter President ....................................................................................................................................................... 1
Chapter President-Elect/Vice President ..................................................................................................................... 2
Chapter Secretary ....................................................................................................................................................... 3
Chapter Treasurer ...................................................................................................................................................... 4
Chapter State Director ................................................................................................................................................ 5
Chapter Regional Vice President ............................................................................................................................... 6
Chapter President

Responsibilities of Chapter President

The President is the key figure in guiding the efforts of the other volunteers and should try to develop a team approach to governing the organization.

(Where Applicable)
1. Attend all chapter functions, including monthly meetings, social activities, joint meetings, and committee meetings;
2. Attend state functions and encourage others to attend;
3. Preside over chapter board meetings;
4. Preside over all chapter meetings (including coordinating program with chair, prepare opening remarks, etc.)
5. Review/edit monthly chapter newsletter with Chapter Secretary;
6. Prepare monthly address to membership & ‘President’s Message’ for chapter newsletter;
7. Audit Chapter Treasurer at beginning of the year;
8. Prepare budget with Treasurer;
9. Participate in fundraising events;
10. Solicit volunteers for State level committees (please note: some committees require representation from each chapter. Unless the position is filled the Chapter President will be assigned to the committee until a volunteer agrees to serve);
11. Act as primary contact for Public/Agencies seeking industry input on policy revisions and review proposed standards and rules;
12. Appoint representatives to county/agency/school board committees;
13. Assist with membership drive for both new and existing members (renewals);
14. Approve/endorse award nominations;
15. Assist president-elect with incoming committee chairs and overall transition of Board.

Volunteer Time Commitment

The President will have the most demanding schedule of all the officers, since he/she is required to attend and conduct Board meetings as well as oversee activities of the Chapter. President will automatically appoint members to state committee positions not assigned at the beginning of the year.

Meetings

At the state level, Chapter Presidents are encouraged to attend FES Board of Directors meetings. The Board of Directors shall hold at least three meetings per year, with the Executive Committee meeting during the interim to conduct the general business of the Society.

FES Headquarters Contact

All FES Staff
850-224-7121
fes@fleng.org
Chapter President-Elect/Vice-President

Responsibilities of Chapter President-Elect/Vice President

(Where Applicable)

1. Assist the President in carrying out the Chapter’s general business;
2. Support other members of the Board (i.e.: Secretary & Treasurer) during their transition and provide leadership assistance to them throughout their terms;
3. Assist the President in selecting committee chairs/members and appointing members to those positions; and
4. Preside at meetings in the absence of the President to report on chapter news/activities.

Volunteer Time Commitment
The time commitment will vary with each chapter.

Meetings
Encouraged to attend all chapter meetings, board meetings, and participate in as many chapter activities as possible.

FES Headquarters Contact
All FES Staff
850-224-7121
fes@fleng.org
Chapter Secretary

Responsibilities of Chapter Secretary

(Where Applicable)
1. Must be able to communicate effectively in writing;
2. Keep members informed regarding all state and local FES activities;
3. Timely preparation and mailing or e-mailing of the chapter newsletter;
4. Prepare official correspondence for the Chapter President’s signature (mainly for award submission);
5. Keep up-to-date chapter mailing list and roster of members (e-mailed monthly from State Members Services Department in addition with list of new PEs and EIs after each exam);
6. Attend all chapter meetings and record events;
7. Prepare chapter executive committee meeting minutes (copied to all committee members and State Executive Director);
8. Maintain chapter charter & bylaws; and
9. Maintain chapter website, letterhead and supplies as required.

Volunteer Time Commitment
The time commitment will vary with each chapter. An average of three hours a month to attend meetings, two to three hours for meeting minutes, and two to five hours for newsletter.

Meetings
Make a concerted effort to attend all chapter meetings, board meetings, and activities, and must find a replacement to record meeting details if unable to attend.

FES Headquarters Contact
All FES Staff
850-224-7121
fes@fleng.org
Chapter Treasurer

Responsibilities of Chapter Treasurer

(Where Applicable)

1. The treasurer is the chapter’s chief financial officer;
2. Bank Account and Checkbook;
   a. Make sure the bank is notified of new mailing address if different from the last treasurer’s.
   b. Have new officers and new treasurer sign bank authorization card to insure all are authorized to
      sign checks. Some Chapters may want two signatures on each check.
   c. Pay Chapter invoices.
   d. Make deposits readily. (Even in small chapters, interest can add up.)
   e. Balance monthly statements.
   f. Make sure books balance when transferred to new Treasurer. Two or more Chapter
      Representatives should conduct an audit at the end of the year.
3. Keep an itemized account of all receipts and disbursements.
4. Present a detailed financial report at each chapter Board meeting;
5. Present a report at chapter business meetings;
6. Carry chapter checkbook to all chapter functions;
7. Be prepared with receipts and appropriate change in cash for collection of dues and payment for
   functions;
8. Serve as chairperson of the finance committee, which presents the proposed budget to the Chapter
   board for approval before presentation to chapter members;
9. Work closely with the chapter membership chairperson and chapter secretary to ensure accurate
   records;
10. File the annual audit report with FES State Headquarters by October 31st in accordance with
    Administrative Policy #56, FES Chapter Finance Policy; and
11. Turn over records to successor at expiration of term.
12. FES is not exempt from paying sales tax. Sales tax must be paid on all FES purchases.
13. When fundraising for FES Chapter MATHCOUNTS tournaments (i.e., golf tournaments), have all the
    sponsors and contributors make their checks payable to the Florida Engineering Foundation. Send
    checks with a cover letter to: FES, P.O. Box 750, Tallahassee, FL 32302. A Florida Engineering Foundation
    check for the same amount of the sponsorships and contributors’ checks will be sent back to the FES
    Chapter.

Volunteer Time Commitment
The time commitment will vary with each chapter. An average of two to four hours a month is requested to attend
meetings and take care of chapter business.

Meetings
Make a concerted effort to attend all chapter meetings, board meetings, and activities, and must find a replacement
to collect money at meetings if unable to attend.

FES Headquarters Contact
Karen Franklin
Accounting Manager
850-224-7121
Karen.franklin@fleng.org
Chapter State Director

Responsibilities of Chapter State Director

(Where Applicable)

1. Liaison between chapter and Regional Vice President;
2. Knowledgeable of all chapter activities, events, programs, etc;
3. Communicate chapter needs and initiatives to the State Society Board of Directors; and
4. Assist chapter board of directors with chapter historical perspectives and provide fresh input on new programs and ideas.

Volunteer Time Commitment
The time commitment will vary with each chapter. An average of one to four hours a month is recommended to attend meetings.

Meetings
The State Director should attend all state and chapter board meetings, FES Leadership Conference, and chapter meetings. Meeting and travel times will vary.

FES Headquarters Contact
All FES Staff
850-224-7121
fes@fleng.org
Regional Vice Presidents

**Responsibilities of the Regional Vice Presidents**

1. Represents the Chapters within their Regions at the Executive Committee meetings;
2. Works closely with the officers of the Chapters in their region;
3. Plans a yearly Regional Conference in conjunction with all Chapters and officers to discuss regional issues of interest;
4. Submits a quarterly report of regional activities to the Executive Committee or Board of Directors; and
5. Attends Chapter meetings within their Region to report on issues and happenings of the Society.

**Volunteer Time Commitment**
The Regional VP’s volunteer time will vary depending on the number of Chapters within their Region and the frequency of meetings of those chapters. The position can be re-nominated every year by the Nominating Committee with a maximum of three one-year terms.

**Meetings**
Each representative shall attend a combination of at least four Board of Director and Executive Committee meetings a year. The Board of Directors shall hold at least three meetings per year, with the Executive Committee meeting during the interim to conduct the general business of the Society.

**FES Headquarters Contact**
Allen Douglas
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850-224-7121
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Samantha Hobb, QAS
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