Chapter Officer Responsibilities

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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

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

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
Responsibilities of Chapter Treasurer

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 June 30th 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

Purpose – They are the initial conduit for exchange of information, ideas and policies for FES chapters. Each Chapter’s state director is the representative at a local level dealing with local issues, concerns, activities with a direct voice to the board.

Duties and responsibilities shall include the following:

1. Be Involved and attend local Chapter’s general membership and Board meetings.
2. Attend FES State Board meetings and report on activities and/or other items of the chapter. a. When not able to attend, designate a proxy, in accordance with AP NO 30. Identification and notification to the proxy is the responsibility of the designator.
3. Communicate FES State Board topics to Chapter’s Executive Board and/or at general meetings.
4. Mentor and provide guidance to Chapter leadership.
5. Assist officers and committee chairs with planning events to retain and engage membership.
6. Advocate and assist with membership drive / outreach on a least a semi-annual basis.
7. Promote fundraisers efforts as needed for the Chapter outside of MathCounts.
8. Assist State HQ with obtaining reports, forms, and financial statements as needed to maintain the operations of the Chapter.
9. Educate and promote the profession publicly.

Keys to Success for State Directors • Membership – Meet Chapter goals for total members, new members, and retained members. • Communication – Identify and lead discussion on chapter growth, deficiencies, and plans for improvement. • Activities – Monitor and report on the success or needed improvements of Chapter activities, such as MathCounts, fundraising efforts, general meetings, professional development meetings, interaction with student chapters, and any other activity that promotes FES and the engineering profession.

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, and chapter meetings. Meeting and travel times will vary.

FES Headquarters Contact
Samantha Hobbs
850-224-7121
shobbs@fleng.org
Regional Vice Presidents

Responsibilities of the Regional Vice Presidents

Purpose – They serve as the liaison between the Chapter’s State Directors assigned to them, the Executive Committee, and the Board of Directors to provide stability and consistency for the Chapters in their region.

Duties of the Regional Vice Presidents shall be assigned by the State President and shall include the following:
1. Develop and execute an active visitation program to the Chapters assigned to them, including attending at least one general meeting and one board meeting per chapter.
2. Make presentations to the State Directors, Chapter’s Executive Board and/or Chapters assigned to them on the important issues before the Board.
3. Maintaining dialogue with the Chapter Officers through the Chapter State Directors and assist with normal chapter activities; including, but not limited to ideas on and coordination of speakers for meetings and special events, membership growth and retention programs, and fundraising.
4. Provide training and guidance to Chapter leaders through one on one meetings, chapter officer training, and/or regional training or meetings to share information.
5. Promote and attend at least one regional meeting through coordination with ACEC-FL corresponding Regional Directors.
6. Be apprised of the regional political, engineering or engineering related, projects and concerns and communicate these to State Directors and State Board.
7. Inform State Directors on regional and state information and related policy changes.
8. Submit written reports of the Regional VP to the FES Board of Directors, as requested.
9. Other state and regional requests from the State Board.
10. Educate and promote the profession publicly.
11. Providing an orderly transition of information to the succeeding Regional Vice President at the end of term to provide continuity.
12. Serve on the Commission on Legislative and Government Relations (CLGR) Committee or assign a proxy from the region. The VP (or proxy) will distribute information from State to their Region and bring local issue up to the State level.

Keys to Success for Regional Vice Presidents • Membership – Maintain number and size of chapters in your region and be accountable for number of retained and lost members in your region. • Communication – Identify and lead discussion on chapter activities, membership, issues/deficiencies, and plans for improvement with State Directors on a regular basis. • Engagement – Attend Chapter meetings, state board meetings, and regional events to be able to share information and assist FES growth in your region.

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**
Kayley Cox
850-224-7121
kcox@fleng.org