



Updated 2/17/10

PRESIDENT

As President, you must provide leadership to the Board. You must:

- Keep in contact with your Vice President to make sure all meetings come off as scheduled
- See to it that all Board meetings start on time, and that the Secretary has provided a copy of the minutes (both Business and Executive Board) prior to the next meeting, as well as an agenda
- See to it that all your Committee Chairs are submitting their reports and fulfilling their obligations in a timely manner
- Run each meeting, (both Executive Board and Business meeting) in a timely and professional manner

VICE PRESIDENT

It should be noted that each elected office has its unique responsibilities. However, perhaps the most important office may be the Vice President's position. As Vice President, you must:

- Find speakers for the meetings, as well as work with the Technical Committee to provide afternoon sessions
- Work with your arrangement people to ensure every detail for the meetings are taken care of, i.e., boutonnieres for Past President's Night. Does the room provide a dais? Make sure the ITE banner is present. Do we need a microphone? If we have to provide one, bring ours. Do we need audio/visual equipment? It is true that your arrangement person will do many of these items, but you must follow up that it is being done
- Prepare all meeting announcements. They should go out in a timely manner. Hopefully, they would arrive two weeks prior to the meeting. Earlier than that, they get lost; later than that, they become useless to schedule for it. Try to stick with the list of dates scheduled at the Organizational Meeting. If you must change a date, try to give as much advance notice as possible
- Follow up on all the other officers to see that their duties are being executed. You may do this by advising the President
- See to it that the Newsletter is published four times per year/per schedule
- Arrange the dais at each meeting. As a minimum, the President and Vice President, as well as any International Officers should be seated first, followed by your speaker or invited guest. If any seats are left, they can be filled as you see fit
- Provide gifts to the speaker of the Business Meeting



- Provide ITE banner at the meetings

SECRETARY

As Secretary, you must be prepared to:

- Attend all meetings
- Provide minutes of both Executive Board and Business Meeting prior to Executive Board Meeting
- Bring minutes of previous Business Meeting to be distributed at the Business Meeting
- Take minutes of both Business and Executive Board Meeting
- Prepare ballots and mail for annual election
- Record ballots and turn over to Teller Committee

TREASURER

As Treasurer, you must:

- Prepare budget for the following year
- Maintain present fiscal year budget
- Write all checks for the organization and maintain the checkbook

ARRANGEMENT CHAIRS

Very Important Link

- Find location for meetings, negotiate contract with Vice President/President consent
- Make sure any necessary equipment is provided, i.e., audio/visual equipment
- Make sure any special arrangements are made, i.e., flowers, dais, microphone, name tags, seating
- Keep in constant contact with Vice President about any problems

PAST PRESIDENT

Most importantly, you should, along with your Committee, discuss the Section Awards and have a pretty good idea of a recipient(s) by August for presentation to the Board in September



SENIOR SECTION DIRECTOR

Work early on with your Committee to find nominees for elected office. After submitting to the Board, letter of willingness to serve should be requested from each candidate and forwarded to the Secretary

JUNIOR SECTION DIRECTOR

Make sure Executive Board members have the updated Met Section Policies and Procedures. In charge of camera – make sure camera goes to each meeting. Download photos and e-mail to Web Coordinator and Newsletter Editor