



OFFICER POSITION DESCRIPTIONS

GENERAL DESCRIPTION

The Board of Directors is responsible for the management and conduct of the affairs of the Younger Member Forum (YMF) and have supervision and care of all Section property. The officers and committee chairperson(s) should have leadership abilities, particularly in motivation and communication. All officers should possess the following qualifications:

- Genuine dedication to the purpose of the organization.
- Willingness to devote time and effort.
- Familiarity with subject matter.
- Interest in specific task.
- Leadership (preside/lead discussion).
- Organizational ability/sense of direction of focus.
- Sincere desires to participate, and be actively involved.

The President along with the Board of Directors is responsible for approving a budget for the fiscal year and establishing policies for management of Section funds. The Board of Directors must approve all expenditures and commitments of expenditures; and all income, with the exception of operating reserves, should be employed in activities to benefit the Section membership and advance the profession.

The term for officer positions is one year during the YMF fiscal period (October 1 to September 30).

DIRECTOR

The Director is the Past-President. The Director should be very familiar with the YMF organization and activities both locally and Nationally. The Director provides continuity to the Board of Directors for the General Section. The Director shall prepare all San Diego Younger Member Forum local, state, regional, and national ASCE award applications.

DUTIES

1. General
 - Attend YMF and Section Board meetings.
 - Represent Associate Member interests on the Section Board.
 - Act as liaison between the Section and the YMF Board of Directors, and report to each on the activities and plans of the other.
 - Oversee YMF Board operations.
 - Present budget and annual report to the General Section.
 - Develop and implement Section continuing education programs.
 - Organize an annual General Membership meeting program sponsored by YMF.

- Member of the Scholarship Committee.
 - Review Bylaws to be sure they are in compliance with the goals and objectives of the Section. If change is required, follow procedures outlined in Section Bylaws.
 - Perform audits, as needed, of the Sections finances.
 - Develop public awareness and recognition of civil engineers, their projects and concerns.
 - Research awards for which the San Diego Younger Member Forum organization or any of its members are eligible.
 - Obtain deadline, eligibility, and submittal requirements.
 - Obtain necessary information and photographs from San Diego Younger Member Forum officers or members and delegate portions of the application to other officers as appropriate.
 - Coordinate with San Diego Section board members to obtain letters of recommendation and signatures if required.
 - Prepare and submit award application package. Distribute electronic copies of final application package to San Diego Younger Member Forum officers.
2. The Council of the California Society of Engineers (CASCE)
- Shall be the designated Younger Member Forum (YMF) Participant Member to CASCE.
 - The YMF Participant Member shall be a member of the Section YMF Governing Body. YMF Participant Member is a non-voting participant and advisor to the CASCE Governing Board on YMF perspective.

PRESIDENT

The President serves a fiscal year term (October 1 - September 30). This officer supervises the affairs of the San Diego Section Younger Member Forum in accordance with the Section's Constitution and Bylaws. Since there is a period of approximately three (3) months between election and installation, the President should take maximum advantage of this time to prepare for his/her term of office.

DUTIES

1. Board Meetings

The President presides at, and generally hosts, all meetings of the Board of Directors. The Board meetings should be scheduled well in advance to assure maximum attendance, and be held at frequent intervals in order to carry out its responsibilities.

The President will work with Section's Secretary to draw up a tentative agenda based on the minutes of previous meetings and subsequent information gathered. Input should be solicited from other officers and directors regarding additional subjects. Agenda should include:

- Call to Order
- Review/Approval of Minutes
- President's Report
- Old Business
- New Business
- Student Chapters
- Meeting Programs
- Treasurer's Report
- Committee Reports
- Adjournment

2. General Membership Meetings

The President presides at all General Membership meetings. The YMF meets on the third Tuesday of the month

except July and August. December is typically reserved for the annual Christmas Party and June is typically reserved for a social event or tour. It may be advisable to have several members "spring loaded" with questions to follow the speaker's presentation

- Greet and introduce speaker to members at meetings.
- Assist in setting up audio-visual equipment, etc
- Provide a short, but effective introduction
- Thank the speaker afterwards (presentation of gift)

3. Goals and Objectives

In conjunction with the Board of Directors, the President identifies and describes an attainable series of goals and objectives, and develops a local strategic plan that can be pursued to accomplish them. This requires a review of existing programs and examination of how they are (or are not) meeting the needs of Section members.

4. Committee Appointments

The President shall appoint committees at his/her discretion. Committees may be created or the Board of Directors may eliminate existing committees. All committees, at the time of their appointment, shall be provided by the Secretary written general instructions and such specific instructions as may be appropriate.

The same qualifications used to appoint chairperson(s) should be used by the President to appoint the committee members with one additional qualification, the ability to cooperate well with others. Committee work is an excellent way to involve Section members. In appointing committee members the President should consult the chairperson(s) appointed. This interaction will lend more "teamwork" to the committee.

After appointing committee chairperson(s), the President should clearly define the duties of each committee. The secret of success of any society is found in the functioning of committees. The President should share any suggestions received for new projects and/or additional committee activity with the appropriate committee chair. In addition, the President should acknowledge the service and accomplishments of the Section committees whenever applicable. Such recognition is an inspiration to any individual or a committee.

5. Additional Duties

- Represent the Section at meetings, gatherings, and functions where representation for ASCE would be desirable, appropriate, and beneficial.
- Encourage communication and interaction with other technical societies, public and private employers.
- Promote public exposure of ASCE, which will improve recognition of the section and membership in the eyes of the general public, local governmental agencies and the business community.
- Transmit information from National Headquarters, Branches, and members, as well as any general ASCE communications, to the Executive Secretary/Editor of the Newslink to be published in the Section newsletter.
- Encourage ASCE membership to take a proactive role in YMF, General Section, and National functions/meetings. Encouragement of private sector employers to actively solicit their staff members participation at meetings.
- Designate the Section's President-Elect to conduct the duties of the President during periods of absence or disability.
- Attend and actively participate in the National ASCE Convention and Western Regional Younger Member Council (WRYMC).

PRESIDENT-ELECT

By tradition, the President-Elect is the next President, therefore must be in close touch with all Section activities. The President-Elect is responsible for establishing the monthly meeting programs for the fiscal year. Programs are the most important function for keeping interest of members, and stimulating future growth. Programs can be used as the means of presenting and defining major civil engineering issues.

DUTIES

1. Programs

Preliminary schedule of programs is usually developed during the summer. The President-Elect will be in charge of maintaining and coordinating the speaker schedule, but may delegate the task of finding speakers to the Board of Directors. The advantages of developing a speaker program are:

- Coordinate program subjects so they complement each other.
- Develop a theme for part or all of the year. This is important if any interesting subject is to be developed or current issues needs are to be explored and positions taken.
- Speakers should be scheduled early. This will be beneficial in getting speakers before they are booked.

2. Speaker Invitation

- Coordinate with Board of Directors to ensure that speaker has been invited to speak and is informed of meeting location, time, place, length of speech, etc.
- Upon acceptance, ensure that the background information on the speaker and the subject is submitted for the Newslink and has been passed on to the Secretary for distribution to members.
- Establish speakers need for audio-visual equipment.

3. Meeting Location

The President-Elect will make arrangements for meeting location and arrangement for food, based on Board approval. Selection of site should be based on availability of the facility, price, and quality of the food and facility. This shall also include the provision for audio and visual equipment, etc, that may be requested by the speaker.

4. Additional Duties

- The President-Elect is to perform the duties of the President in his/her absence. Should the President resign or be unable to complete the term of office, the President-Elect will assume the office.
- Attend and actively participate in the National Management Conference and WRYMC.
- In the month of July meet with old and new Board for a Planning meeting.
- If desired, arrange for a Mini-Management Conference to include: old/new Board, General Section Officers, Technical Group Chairpersons, and Student Chapter Officers.
- Arrange for and Chair an annual Budget meeting in July or August to establish the budget for the new year.

TREASURER

The Treasurer is responsible for receiving and disbursing pursuant to the adopted annual budget and as directed by the YMF Board of Directors.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of events.
- Deposit all funds received in appropriate bank accounts in the name of "San Diego ASCE Younger Member Forum" and make all disbursements by check drawn upon the said accounts.
- Maintain an accurate accounting record of all funds received and disbursed.
- Prepare a monthly financial statement showing the income and expenses incurred by YMF in the month preceding. The monthly financial statement shall be submitted to the Board of Directors at the monthly meetings. The format of the financial statement shall be determined by the Treasurer and approved by the Board of Directors.
- Maintain an appropriate ledger showing all disbursements by date, check number, payee, amount, and budget category. The ledger shall also show receipts by date, deposit number, amount, and budget category.

- Draft an annual budget based on the current year's receipts and disbursements and projected income and expenses for the coming year. The budget committee, comprised of the President, President-Elect, and Treasurer, shall review and approve the budget. The approved budget shall be submitted to the General Section for approval.
- Act as the Board contact for the collection and accounting of all monies collected at monthly YMF meetings. The Treasurer shall promptly pay all expenses incurred by YMF in connection with monthly meetings.
- Shall attend all YMF meetings and shall arrive early enough to collect donations and greet members.

DATELINE:

July 1	Audit of Books
September 1	Approve Budget
October 1	Submit Annual Report and Budget to Executive Secretary of the General Section

SECRETARY

The Secretary maintains and updates local membership data for the roster and mailing list, and maintaining/responding/dispersing of all correspondence and reports as may be required. The Secretary shall also be the YMF contact for the General Section's web page operator and shall coordinate any information required for the web page.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of events.
- Prepare any letters, notices, reports, e-mails, and any other correspondence needed.
- Prepare any meeting minutes and disperse them to the Board members after each meeting.
- Provide event publicity assistance to Committee Chairs.
- Coordinate with the Executive Secretary of the General Section for any information required for the Section Newsletter.
- The meeting announcement is published in the Newsletter each month. It is extremely important that this article attract the interest of the readers. Article and pictures should be submitted to the Executive Secretary by the third Thursday of the month.
- Collect event summary forms from board members and committee chairs, and file them on the YMF FTP site.
- Update Google Calendar and Facebook sites with upcoming events

VICE-PRESIDENT OF COMMUNITY SERVICE

The Vice-President of Community Service shall be responsible for organizing all community service events sponsored by YMF.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of events.
- Coordinate details of events including date, time, and location.
- Organize volunteers.
- Provide all materials.
- Organize the set-up and clean up of the events.
- Provide pictures and a report of the event for submission in the Newsletter.

VICE-PRESIDENT OF EDUCATION

The Vice-President of Education should keep in close touch with the Faculty Advisors and student chapters, and encourage student attendance at General Membership and YMF meetings.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of events.
- Organize joint meetings, resume workshops, interview workshops, and leadership conferences with the student ASCE chapters.
- Coordinate details of events including date, time, and location.
- Organize volunteers for events.
- Provide all materials.
- Make financial arrangement for reduced prices.
- Plan a joint meeting with the students and Membership Chair or have a membership meeting sponsored by the students at least once a year.
- Encourage students to join the YMF upon graduation.
- Work with the appropriate people to develop awards for student papers, scholarships for outstanding performance, and participate in student activities.

ENGINEERING DAY AT THE MALL CHAIR

The Chair for the Engineering Day at the Mall event shall be fully responsible for annual event held during National Engineer's Week in February.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of event.
- Coordinate details of event including date, time, and location.
- Publicize event
- Organize volunteers, including information booths.
- Provide all materials.
- Organize the set-up and clean up of the event.

GOLF TOURNAMENT CHAIR

The Chair for the golf tournament shall work with the General Section Chair for the annual golf tournament sponsored by ASCE.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of event.
- Attend golf committee meetings.
- Coordinate details of event including date, time, and location.
- Organize volunteers.
- Organize sponsors.
- Organize the set-up and clean up of the event.

PE REVIEW COURSE CHAIR

The PE Review Course Chair shall coordinate, with the assistance of a volunteer committee, all activities pertaining to the San Diego Section Younger Member Forum PE Review Course.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of event.
- Preside over PE Review Course committee meetings.
- Respond to needs of the instructor in preparation for their respective classes
- Coordinate details of events including date, time, and location.
- Organize volunteers.
- Organize the set-up and clean up of venue at the end of each class session.

SOCIAL CHAIR

The Social Chair shall be responsible for the coordination of social, networking, and teambuilding events. These events may include, but not limited to, annual ski trip to mammoth, wine tasting tour, and annual tailgates, etc.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of event.
- Coordinate details of social events including date, time, and location.
- Organize volunteers.
- Publicize events and manage registrations.
- Organize the set-up and clean-up of events.

MEMBERSHIP CHAIR

The Membership Chair shall be responsible for encouraging growth of the YMF membership and motivate members to become active participants with the Section.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of events.
- Distribute and maintain membership materials from ASCE National (Membership Applications, Brochures, Updated WebLinks, etc.)
- Keep track of membership activity for annual report (member recruitment and retention)
- Coordinate participation in the ASCE Member-Get-A-Member Drive
- Plan a joint meeting with the students and VP of Education or have a membership meeting sponsored by the students at least once a year. (e.g.: Speed Networking meeting)
- Encourage students to join the YMF upon graduation.
- Organize annual professional development day for young working professionals (i.e.: Current Market Workshop).
 - Coordinate details of event including date, time, and location.
 - Publicize event
 - Organize speakers
 - Provide all materials/refreshments
 - Organize the set-up and clean up of the event.

NEWSLETTER CHAIR

The Newsletter Chair shall be responsible for the production of a quarterly newsletter to include: a calendar of events, summaries of past events, case histories, editorials, and positions available.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of activities.
- Preside over the production of the newsletter on a quarterly basis.
- Organize volunteers.

WEBSITE CHAIR

The Website Chair shall maintain the San Diego Younger Member Forum's website by updating it with current events, contact information, and announcements.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of event.
- Update and maintain official ASCE-YMF website monthly
- Publicize events in a timely manner.

SCHOLARSHIP CHAIR

The Scholarship Chair shall form and lead a committee to compose and distribute scholarship applications, and award one or more scholarships on behalf of San Diego Younger Member Forum.

DUTIES:

- Attend YMF meetings and keep YMF members and officers informed of updates.
- Organize volunteers for the Scholarship Committee.
- Lead Scholarship Committee in development of scholarship application, selection criteria, and individual responsibilities for advertising scholarship to students.
- Follow up with Scholarship Committee to make sure the scholarship is being properly advertised to students.
- Meet with Scholarship Committee to review scholarship applications and select scholarship recipients.
- Present scholarship awards to scholarship recipients at monthly YMF meeting.

STUDENT CHAPTER DIRECTOR

The SDSU and UCSD Student Chapter Directors shall be a delegate from the student chapters.

DUTIES:

- Act as liaison between the student group and Younger Member Forum and provide feedback, coordination, and information to the YMF Board 3 times a year, including the first meeting in October, as well as through email updates.
- Be in contact and coordinate with the General Section Student Practitioner Advisors.