

Appendix B

OFFICER STRUCTURE AND DUTIES

Typically, a larger group is governed by an Executive Committee or Board of Directors, which includes elected officers and the immediate Past President. Elected officers may include:

President

The President is the leader of the Younger Member group and the manager of the Younger Member group affairs. As a leader he or she is to motivate fellow officers and members so that they may perform their respective duties with diligence, initiative and responsibility. As a manager, he or she must delegate to each officer the authority of his or her respective position and ensure that he or she accepts and performs the responsibilities of that position so as to enhance progress.

Typical Duties

- Prepare an agenda and preside at each Younger Member group meeting.
- Carefully staff the group's committees by appointing responsible chairpersons prior to installation and announce the appointments upon installation.
- Be prepared to make all major decisions of the Younger Member group affairs that do not require voting by the Younger Member group members.
- Call all special meetings including a regular joint meeting of officers and committee chairpersons.
- Maintain a close contact with the Section/Branch President.
- Represent the Younger Member group on the affairs of the Society. The President should become familiar with the structure of the Section or Branch and Region. He or she should introduce himself or herself to the Section or Branch officers.
- Set an example of professionalism as well as sociability.
- Prepare regular columns for the Section or Branch Newsletter summarizing activities.
- Approve or disapprove Younger Member group expenditures.
- Prepare the Annual Report for the Younger Member group. Templates are made available in the fall, with due dates typically in November. Reports should be solicited from the YMG committee chairs.
- Assist the incoming President with committee assignments and organization.
- Represent the Younger Member group, or appoint a delegate for the annual Younger Member Council or the Younger Member Leadership Symposium.
- Prepare miscellaneous correspondence for the YMG.
- Take responsibility for a monthly column in the Section or Branch Newsletter summarizing activities.

Immediate Past President

The immediate Past President assists the President, serving as a source of information and guidance, as requested. He/she has the responsibility for the Awards Committee serving as the chairperson of that committee (if applicable). He/she may also serve as Board contact for one or

more committees/technical groups. In many groups the Immediate Past President chairs the nominations committee.

Vice-President

The Vice-President assists the President according to specific needs and traditions of the Younger Member group. The Vice-President performs the duties of the President in the President's absence and/or inability to perform those duties.

Typical Duties

- Coordinate the Younger Member group committees and call periodic committee meetings to review progress and performance.
- Appoint special committees to perform tasks not specifically delegated to the standing committees. A special committee should be appointed to organize each special community project undertaken by the Younger Member group.
- Accompany the President in representing the Younger Member group at ASCE functions whenever possible.

Secretary

The Recording Secretary is the custodian of the Younger Member group records. The duties of this office require organization and attention to detail.

Typical Duties

- Maintain a complete up-to-date file of Younger Member group records concerning every activity that goes on. These records include, but are not limited to:
 - membership lists
 - meeting minutes for all major and minor meetings
 - attendance records of each regular Younger Member group meeting
 - complete reports on each activity or project including names of participants, date, functions performed, etc.
 - copies of correspondence
 - copies of Younger Member group publications
- Be responsible for recording the proceedings of Younger Member group meetings and reading or distributing these minutes at the following meeting for approval for members.
- Be responsible for obtaining all other records from the respective officers or committee chairpersons.
- Be responsible for the typing and publication of Younger Member group material (i.e., lists, reports, other records) except correspondence material. These should be distributed in copy to officers and committee chairpersons if necessary.
- Make all records readily accessible to the officers, and committee chairpersons.

Treasurer

The Treasurer shall keep a complete and up-to-date account of Younger Member group monies. Standard accounting and bookkeeping practices should be followed in maintaining these accounts.

Typical Duties

- Prepare an operating budget for Younger Member group activities for the fiscal year making allowances for each committee so that they may plan activities with the range allotted to them. Items that may be included are:
 - Society-level dues
 - Program – (meals)
 - Publicity – (material)
 - Activities – (outings & field trips)
 - Refreshments
 - Newsletter – (materials)
 - Supplies – (postage, paper)
 - Cash on hand
 - Website
 - Miscellaneous.
- Have the authority to sign all checks as approved by the President.
- Provide a Treasurer’s report including all itemized disbursements and receipts since the last report, the balance of the checking account, the cash on hand, and outstanding bills. The Treasurer should also supervise all fundraising activities and report on their status at each meeting.
- Announce the current balance of Younger Member group accounts at each regular meeting.
- Have possession of the Younger Member group checkbook.
- Pay all bills immediately upon receiving them.
- Reconcile the checking account upon receipt of the bank statement and any discrepancies should be resolved immediately.
- Maintain a complete file containing all paid bills and receipts of Younger Member group purchases.
- Maintain a detailed list on membership money received.
- Collect cash received for refreshments.
- Reimburse any Younger Member group member who presents a receipt for an authorized purchase by the Younger Member group.

POTENTIAL COMMITTEE STRUCTURE

Typically, a committee would be organized with a chairperson. Each committee can be organized with as many members as deemed desirable or necessary to carry out the mission of the committee. It is recommended that the President set goals at the beginning of the term of office and meet these through modern management techniques. All committees should be given specific assignments and time to produce results.