

## Summary of Officer Positions and Responsibilities

Board of Directors meetings occur quarterly or as necessary for planning and discussing section business and events. Some business is discussed and addressed through email. A more complete list of officer responsibilities may be found on the Section's website at <http://kyasce.org/>

**President**- Serves as the Section representative and spokesperson to ASCE Headquarters. Responsible with the Treasurer for drafting the annual budget. Organizes and prepares agendas for quarterly Section Board of Directors meetings.

**Vice President**- Organizes the Section's annual meeting with the help of the host branch. Fills in when president is absent and aids all officers.

**Treasurer** - Keeps accurate record and oversees financial matters of the Section. Assists President in preparing the annual budget. Aids in reporting Section finances to ASCE Headquarters.

**Secretary**- Keeps written record of meetings and other Section business.

**Newsletter Editor** – Coordinates with other officers and committee chairs information to be presented in quarterly newsletters. Publishes the newsletters and sends them to membership. Maintains list of section member contact information.

**Younger Member Coordinator** – Fosters the involvement of young members (under 35 years old) in Section activities. Acts as liaison between the various branches' younger member coordinators. Prepares report and attends quarterly Section Board of Directors meetings as a non-voting member.

**Past President** – Provides guidance to other Section officers. Chairs the Section's nominating committee.