

## **East Central Branch Younger Members Forum OFFICER DESCRIPTIONS**

**President** - The YMF President oversees the committee and ensures that policies are adhered to. The Chair delegates committee responsibilities to the members and ensures that obligations are fulfilled. This position requires extensive coordination and requires a significant time commitment. The President is responsible for sending e-mails with updates about upcoming events to the membership and for running the monthly YMF meeting, as well as representing YMF at the monthly Branch meeting. President requires a two-year commitment. In the year immediately after the term of president, the member will serve as Past President.

**Past President** - The Past President aids the President in his/her duties. The Past President serves as an advisor to the board and works to send in the applications for various awards for the group.

**Vice-President** - The VP is the President's right-hand person. The Vice-President should attend most service and social functions and step in to help any other position or event when needed. The Vice-President plans the officer's leadership meeting for new and incoming officers in the fall, and the annual officer Christmas party. In the absence of another officer they will be expected to perform their duties (i.e. take notes in the absence of the secretary). The VP is there to help ensure the YMF runs smoothly and to help out accordingly to make sure things get done. The VP is also responsible for making sure all chairs file Event Summary Reports, and for organizing and upkeeping the YMF Higher Logic (formerly eRoom).

**Secretary** - The secretary is responsible for recording the meeting minutes at all YMF board meetings and distributing to the officers in a timely manner. The secretary may be asked to assist the committee heads with correspondence (i.e. thank you cards) as necessary. He/she is also responsible for coordinating flyers for upcoming events. The secretary is responsible for providing updates and photos for the East Central Branch monthly newsletter.

**Treasurer** - The treasurer is responsible for writing checks, collecting money for all events, and coordinating with chairs regarding payment for various expenses. The treasurer is responsible for monitoring account balance and budget.

**Service Chair** - The Service Chair will coordinate one service event on a quarterly to monthly basis. Activities range from food and school supply drives, to beach clean-ups, to science fair judging and educational children workshops. It is the responsibility of the service co-chair to research service activities that inspire chapter unity while responding to the current needs of the community. The service chair will present ideas for the upcoming months at the board meetings for group approval before they are announced to the membership. The service chair is responsible for advertising the event, coordinating the volunteers, and acting as the liaison between the chapter and the charity. This position may be split between two people.

**Social Chair** - The Social Chair will coordinate one social event each month. These events range from happy hours to beach days, bowling, Magic games, etc. The social chair will present ideas to the board for the upcoming months at the board meetings for group approval before they are announced to the

membership. The social chair is responsible for contacting the venue if necessary to reserve space and check availability. The social chair will then advertise the event to the chapter. This position may be split between two people.

**E4aDay/Education Chair** - The Education Chair will be responsible for the outreach to the local schools. Each year YMF puts on the Engineer for a Day (E4AD) program to encourage high school juniors and seniors to consider engineering as a future career field. The program is divided into two sessions. A morning session educates students on what is required to become an engineer, including a “teamwork” activity to teach the students the importance of working together to accomplish a goal. The afternoon session is when the students interact in a real engineering environment. This allows them the opportunity to “job shadow” at a firm that specializes in the discipline they favor. The Chair will oversee a committee responsible for contacting the schools and companies as well as planning the day’s events and activities.

**Outreach Chair** – If enough interest is there, the outreach chair can split duties from the Education Chair and coordinate outreach activities with students from elementary to high school. These activities can include but are not limited to: science fair judging and coordinating, Engineering Encounters (West Point Bridge) competition, essay contests, school career days, etc.

**PE Review Chair** - The PE Review Chair organizes the ASCE YMF annual PE Review Course. In the months prior to the start of the course, the PE Review Chair is responsible for researching and selecting a venue, selecting instructors, advertising the event, managing course registration, collecting payments, and coordinating with instructors and students. During the course, the PE Review Chair is responsible for managing instructor/course evaluations and acting as the liaison between the Chapter, the venue, the instructors, and the students. The PE Review Chair is responsible for ensuring that the annual ASCE YMF PE Review Course runs smoothly.

**Technical Seminar Chair** - ASCE YMF hosts technical seminars geared towards civil engineers who are in the early stages of their career. Past years’ seminars have consisted of either one ½-day technical seminar, or multiple luncheon seminars. The Technical Seminar Chair oversees a committee that schedules speakers, prepares an agenda, reserves a venue, advertises the seminar, registers attendees, and handles logistics during the seminar.

**Professional Development Chair** - The Professional Development Chair will be responsible for organizing activities on a quarterly basis to further the YMF members’ professional and technical development. The activities may include field trips, presentations, and/or short courses (i.e. financial planning, leadership, etc.).

**Student Liaison** – The student liaison will act as a link between the universities and YMF. The student liaison will plan joint activities for YMF members and students (i.e. camping, tailgates, bowling). The student liaison will also be responsible for planning such events as resume reviews or panel discussions throughout the school year and preparing and distributing graduation packets for graduating seniors. The student liaison will periodically attend student chapter meetings and keep them up-to-date on upcoming YMF events that they may be interested in. The primary goal of this position is to encourage students to continue to be active in ASCE after graduation.

**Sports Chair-** The Sports Chair will be responsible for organizing various sporting activities for YMF to participate (approximately four a year). Sports played can include leagues, but may also plan a single sporting event such as ice skating or a tennis tournament. The Sports Chair will be accountable for researching league options and generating interest in playing. The Sports Chair also will be responsible for obtaining the team shirts.

**Communications/Social Media Chair –** The Communications/Social Media Chair is responsible for coordinating our events and emails in Constant Contact and updating our Facebook page with updates on recent and upcoming activities and photos. The Facebook page should be updated at least twice monthly. This position is sometimes vacant with each chair responsible for posting their own events.

***All YMF officers*** are responsible for performing the following duties:

- Attend the monthly YMF officer meetings.
- Attend most YMF events.
- Assist other YMF committees.
- Welcome and recruit new members.
- Provide advertisements, event summaries, and photos to the President for the newsletters, and provide Event Summary Reports to the Secretary and Vice President for the files.
- Upload documents to the YMF eRoom to help future officers.