

AES Section Officer Duties

Chair

- Preside at meetings of the Section and Executive Committee
- Schedule Executive Committee meetings and notify all of time and place.
- Approve selection of section meetings
- Invite and schedule presenters, make necessary arrangements
- Represent Section at AES Conventions and Region meetings, when attending
- Review and sign all legal documents pertaining to Section
- Advise other Executive Committee members in resolution of problems
- Ensure that Executive Committee decisions are implemented
- Assume responsibility for operation of Section
- Delegate authority as needed
- Organize nomination procedure and set election date

If you are elected Chair of the Section, you will have to act in several capacities. As principal executive officer of the Section, you should be a leader and be prepared to take the initiative in carrying out any action that you perceive to be necessary. You will be required to organize and chair the Section and Executive Committee meetings with a minimum of friction. In addition, you have to ensure that all of the Committee members are carrying out their allotted tasks.

When you are elected Chair, you will think that the job is somewhat ill-defined and you may believe there is not a lot of work to do. In most cases, you will become involved in the solution of numerous problems that keep you busy. Remember that the Chair of the Section is the one person to whom all members turn to for resolution of problems. In return, you will gain their respect if you do your job well.

Do not, however, assume that you are personally responsible for doing *everything* to keep the Section operating. That's what the Executive Committee is for, so delegate authority *and* responsibility.

Vice Chair

- Attend all meetings
- Lead the meetings in absence of Chair
- Schedule and organize any workshops established by Executive Committee
- Assume special duties as delegated by Chair
- Assist Executive Committee members when required

If you are elected Vice Chair of the Section, you do not have an option to do nothing if the Chair is always present. The position of Vice Chairman is more than a stand-in for the Chair office. You should learn to observe the Section activities and become sensitive to strains and potential difficulties before they develop into recognizable problems. You can assist other members of the Executive Committee and reduce some of their burden if they are temporarily overloaded. (In many sections, the Vice Chair is responsible for organizing "special activities" of the Section, such as workshops or other events.)

Secretary

- Attend all meetings
- Prepare minutes
- Handle correspondence, notices, and forms
- Prepare meeting notices and ensure timely mailing or emailing
- Notify Regional VP and HQ of election results and committee contact information
- Send notices and newsletters to Regional VP and HQ
- Provide Section Report to Regional VP to include in Regional Report at AES Conventions

The Secretary prepares the minutes, correspondence, agenda, and other paperwork required for running the Section, including communicating with headquarters regarding section mailing labels if required. Typing ability is useful if you are elected Secretary, but do not assume that

your primary function is as a typist. While not necessarily responsible for the writing and production of the Section newsletter (and website) the Secretary should supervise these activities to see that content and timeliness are properly maintained.

Treasurer

- Attend all meetings
- Prepare the budget for fiscal year with approval of Executive Committee
- Maintain financial accounts for the section
- Submit budget and financial accounts to Headquarters
- Approve and authorize payments for section expenses (Section checks require signature of two officers, typically Treasurer and Chair)
- Responsible for safekeeping of checkbook, fiscal records, cashbox.
- Collect payment at section meetings
- Deposit received funds to account in timely manner.

If you are elected Treasurer you will be responsible for the fiscal affairs of the Section. This includes monitoring the income from all sources, including those from International Headquarters as well as payment of checks. Budgeting is an important part of the job and you should have some familiarity with financial statements.

CASHBOX: At any meeting where, for example, a registration fee is charged or money collected for dinners, the Treasurer should bring a cashbox. Enough money should be provided in a form suitable for making change. There should be prior arrangements to bring the cashbox in the event of personal inability to attend.

Committeepersons

- Attend all meetings
- Assist Section Officers
- Provide support in special functions
- Plan and arrange for meetings and other duties as assigned by Chair or Executive Committee.

The Committeeperson is more than a helper. An active Committeeperson does not need to wait for a direct assignment or a call for help from the Executive Committee in order to assist in the smooth operation of the Section. A Committee member, duly elected by the Section members, is expected to carry whatever load is necessary to conduct the Section's business. You may be asked to stand in for a regular office holder, upon consent of the Executive Committee, in the event of incapacity of the office holder. You should therefore become familiar with the duties and responsibilities of the major Section offices and maintain an up-to-date awareness of these offices to be prepared to step in if called. A committee member may also serve as the Webmaster for the section web site.