



# Section Officer Job Descriptions

Section officers are elected and appointed for a term of (1) year, beginning June 1<sup>st</sup>. Both the elected and appointed officers serve on the section governing board

## NOMINATION AND ELECTION OF OFFICERS

All section members, regardless of grade of membership (except student members), are eligible to vote on section matters, to hold section office and to serve on section committees. To be eligible to vote and/or hold a section office, a member's dues must be paid in full.

### Chair – Mandatory Elected Position

The key individual in a local SAE organization is the chair. The degree of enthusiasm and the ability to inspire cooperation of other officers and the membership largely determines the success of the section. The chair should at all times ensure that the aims and objectives of the local section and its programs are in harmony with the objectives of SAE as defined in the *SAE Bylaws*. To properly direct the activities of the section and to best serve the interests of SAE, the chair should be familiar with the information contained in this manual and the *Section Operations Handbook*

It is recommended that a vice chair share the chair's duties, as delegated, to provide a smooth transition during the following year. The chair presides over the governing board, and:

1. Works with the past chair to insure a smooth transition.
2. Schedules and presides at all governing board meetings.
3. Assures that the Treasurer submits the Year End Financial Report to Headquarters by August 1<sup>st</sup>. Distributes copies of the Operational Financial Report at the first governing board meeting and reviews areas of section operations pertinent to each governing board member's responsibilities.
4. Reviews yearly goals with the governing board and measures progress toward goals.
5. Prepares and circulates the agenda for each governing board meeting.
6. Appoints committee chairs from the section membership with the concurrence of elected officers. Committee chairs are members of the governing board and hold positions of importance within the section. The inclusion of young members is encouraged and committee members should be selected to ensure good representation of the section's membership.
7. Is familiar with the duties and responsibilities of all other governing board officers and committee chairs.
8. Works closely with committee chairs and makes certain that all committees are carrying out their assignments. Is an ex-officio member of each committee, and is ultimately responsible for the completion of all committee business.
9. Removes any inactive committee chair and appoints a successor with the consent of the governing board.
10. Handles promptly all items of business received from the Sections Board and SAE International Headquarters and in the best interest of SAE, passing information and requests to the appropriate governing board member(s) for action.
11. Presides at all section meetings.
12. Acts as official host of the section. Makes certain that speakers and other guests are contacted upon their arrival in the meeting city and are provided with needed transportation. Welcomes and introduces guests to section members. The chair should assure that speakers are properly thanked, both verbally and by letter or e-mail.
13. Ensures that arrangements are made to make applicants and new members feel welcome.
14. Works with Section Nominating Committee to develop a pool of leadership candidates for and section officers.

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## **Vice Chair – Highly Recommended**

The vice chair's primary responsibility is to continually monitor the section's long range plan. The vice chair is also responsible for acting for the chair and, as delegated, to share the duties listed above. The vice chair should be ready to assume the chair's responsibilities upon short notice. This necessitates working closely with the chair and actively participating in section affairs. Duties should be conducted in such a manner that there will be a smooth transition of administration the following year. A good vice chair should relieve the chair of a significant part of the duties. The office should not be allowed to degenerate into a meaningless assignment.

## **Secretary – Highly Recommended**

The secretary is the custodian of section records, and the recorder of all official actions. These records are of great value to existing and future governing boards, and should be complete and accurate. In addition, the secretary:

1. Issues governing board meeting announcements at the instruction of the chair.
2. Prepares and circulates governing board meeting minutes to the governing board members and a copy to Membership and Sections at SAE International Headquarters.
3. Maintains an up-to-date file for the current year of all governing board meeting minutes, correspondence, meeting notices, committee reports, etc. In most sections, clerical work is performed by the officers and committee members. (No salaried position may be established except by action of the Membership Board; and even with such approval, salaries must be paid from section funds.)
4. Compiles and maintains a governing board roster to facilitate the transfer of information between governing board members.
7. Reviews early in the section year the list of non-members receiving notices of section meetings. This list should be kept to a minimum, and limited to good prospects for membership and to newspapers and magazines that can provide useful publicity. Chairs of other SAE Sections can be included on the section mailing list along with Membership & Section Programs at SAE International Headquarters.
8. If necessary, in April, mail to all members in good standing ballots listing the names of consenting nominees for election to section offices for the coming year.
9. Delivers to successor at the end of the section year all records, files, history, and other pertinent data relating to the year's activities.
10. Reports accomplishments and recommendations to the governing board.
11. Prepares a report of the activities for the year for presentation at the last governing board meeting of the year.

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## **Treasurer – Mandatory Elected Position**

The treasurer is the fiscal officer of the section and should have some degree of financial experience or be knowledgeable in the financial policies of SAE. The appointment of an assistant treasurer or a finance committee to assist in the work is also advisable. Such appointment(s) ensure a carryover of information in the following year, and are excellent sources for future treasurers.

The treasurer is responsible for the accurate and careful control and disbursement of the section funds as outlined in the budget. In essence, the treasurer is the watchdog of the section's financial condition. The treasurer, with the help of the assistant, analyzes the section's expenses, suggests means of reducing expenses when necessary, and makes periodic projections of income and expenses to the governing board.

The treasurer:

1. Handles all section funds, banks money received, invests reserve funds, disburses funds appropriately, and accounts for them accordingly.
2. Arranges an early meeting with the outgoing treasurer to transfer section funds.
3. Prepares a realistic budget for the new year by conferring with the outgoing treasurer. Budget forms must be completed and sent to International Headquarters by August.
4. Reports to the governing board at each of its meetings on the present and projected financial condition of the section.
5. Assures that the section operates within its approved budget.
6. Disburses section funds in compliance with the approved budget. Expenditures not in compliance with the budget require prior governing board approval.
7. Maintains a file of bills and invoices with supporting evidence.
8. Prepares and sends out invoices for all advertising and implements a follow-up when necessary.
9. Maintains a sufficient balance at the end of the year to enable the incoming board to operate.

## **Vice Chair Membership - Optional**

The vice chair membership, with the advice and approval of the governing board, may organize a committee to develop and meet section membership goals. The membership committee should be arranged to achieve continuity of experience as well as geographical, Company, and industry balance. To improve continuity each year it is urged that an assistant vice chair membership be designated by each section.

The unique opportunities of the area and the particular needs of the section will dictate the membership committee structure.

1. Sets short term and long term goals for new members and membership retention with assistance from the governing board. Goals should equal or exceed those set by the international membership committee.
2. Establishes plans and programs to achieve the above goals with help from the Section Membership Committee.
3. Reports to the governing board and the section through its newsletter and at meetings the section's progress toward achieving membership goals.
4. Holds regular meetings with the section membership committee to assign responsibility for tasks, and provides progress reports.
5. Receives from SAE International, on-line, membership materials and reports.
6. Recognizes and distributes membership pins to new members at section meetings.
7. Recognizes outstanding efforts in the area of new applicant sponsorship.
8. Helps to develop, organize and carry out, membership retention programs such as telephone campaigns to unpaid members, personal follow up in cooperation with company representatives, membership renewal reminders in the sections newsletter, and reminder letters to delinquent members.

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## **Company Representative Chair – Optional**

1. Coordinates the activities of the company representatives who are SAE's local spokespersons at each company within the section's boundaries.
2. Makes sure all company representatives have membership materials and encourages them to invite potential members to section activities.

### **Committee Assistance**

Committee assistance is available from SAE International Headquarters in several forms: literature, applications, reports, and statistics, as well as promotion and retention ideas. Requests for assistance should be directed to SAE' Membership. The Sections Board representatives are also available to plan and develop ideas for membership promotion and retention. Requests for help can be made direct or through the section chair or by a member of the membership committee.

## **Vice Chair Student Activities - Optional**

SAE relies heavily upon its sections to take leadership in stimulating SAE student membership and collegiate chapter activities. The key people in this program are the vice chairs-student activities of the individual sections. A vice chair of student activities (VCSA) is an appointed position on the sections governing board. It is his/her responsibility to work closely with collegiate chapter officers and faculty advisors at schools where collegiate chapters have been established, and to work with faculty members at schools that have no organized SAE student activity.

Student members are very important assets of SAE. A substantial number continue their affiliation with SAE after graduation. To encourage their membership, special dues rates are available.

On various engineering campuses, SAE student members have established collegiate chapters with the sanction of the school administration and the SAE Board of Directors.

Early in the year, the VCSA activities should establish a committee, including at least one individual (possibly an alumnus) to maintain liaison with each engineering school in the area. This is an excellent opportunity to keep recently retired members involved in section activities.

This committee should be organized and functioning before the beginning of the school year so that an early start can be made with the schools. This committee should:

1. Develop cooperative programs between the section and collegiate chapters within or near section boundaries.
2. Orient new collegiate chapter officers as they are elected.
3. Establish a close working relationship with collegiate chapter faculty advisors.
4. Cooperate with collegiate chapter(s) in formulating the program for the year and securing speakers. This is usually done in September.
5. Encourage collegiate chapter(s) to set up approved special events that will build student enthusiasm for SAE and enhance SAE's stature at engineering schools.
6. Contact Deans of Engineering at engineering schools where there is no SAE student activity to offer cooperation in securing speakers on automotive subjects, arranging plant tours, etc. These deans should be added to the section mailing list to make them aware of your activities.
7. Make sure collegiate chapter(s), faculty advisor(s) and student chair(s) are invited to at least one governing board meeting, and are placed at the main table of at least one section meeting.
8. Keep governing board and section membership informed of collegiate chapter(s) activities.
9. Cooperate with section vice chair membership and faculty advisor(s) to make certain that each graduating SAE student member recognizes the benefit of continuing membership following graduation, and is encouraged to take advantage of free transfer to regular membership.
10. Keep SAE International informed of local student activities and call upon staff when necessary for assistance or to suggest improvement opportunities.
11. Report to the section governing board on accomplishments during the year and making recommendations for future improvements.



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SAE International Headquarters will supply, upon request, each section vice chair-student activities with:

1. A list of schools within the section's boundaries from which SAE accepts applications for student membership.
2. A list of SAE Collegiate chapters and faculty advisors within the section's boundaries.
3. Applications for SAE Student Membership
4. Student Promotional Brochures

## **Vice Chair Math & Science, AWIM – Optional**

The responsibility of the vice chair math & science, is to encourage, promote and support SAE's A World in Motion program. The target groups are grade levels K-12 in public or private school systems.

The vice chair math & science, should form a committee to assist in establishing procedures and performing the duties of the office. Refer to [www.awim.org](http://www.awim.org) for complete details. To increase the number and quality of engineering graduates and broaden the appeal of the engineering profession, the vice chair math & science, should:

1. Establish communication with SAE's AWIM staff and local elementary and secondary school educators. Meet with school officials who are responsible for the math and science curriculum. Determine their needs and provide all educators and counselors with information and programs that may ultimately stimulate student interest in engineering and technical professions. This includes the delivery and support of SAE such as *A World in Motion* and related programs.
2. Coordinate the development and SAE member involvement in local programs for grades K-12 through the utilization of a committee, section members, and students from the local SAE collegiate chapters. The purpose of these programs is to stimulate interest in engineering and demonstrate what is involved in becoming an engineer. These programs may take such forms as assemblies, engineering science fairs, demonstration of vehicles, and SAE student member Collegiate Design Series (CDS) competition projects.
3. Coordinate section involvement in local activities and/or develop programs to be specifically implemented in elementary and secondary schools during National Engineers Week.
4. Serve as the section contact and coordinator for SAE administered scholarship programs and inform local schools of the availability of these programs. Encourage school administrators and educators to increase the visibility of the rewards for pursuing engineering as a career.
5. Report to the section governing board periodically and at the end of the section year on the section's math and science education activities and results, as well as future program plans. Through the governing board, keep the Sections Board advised of current activities and consult with the Sections Board when necessary.

## **Vice Chair Technical Activity – Optional**

The vice chair technical activity represents a technical field of activity with a sufficiently large number of members such as passenger car, fuels & lubricants, or aerospace. In some sections, an assistant to each vice chair activity is appointed by the chair with the approval of the governing board as a means of promoting additional experience and to represent the activity in the absence of the vice chair technical activity. The vice chair activity:

1. Represents the activity interest in the section in development of meetings and membership goals.
2. Recommends to the governing board subjects and speakers for programs in activity area and, as a member of the meetings committee, has primary responsibility for the success of these programs.
3. Contacts the speakers and obtains their consent to appear and speak on the subject selected upon approval of the meetings program by the governing board.
4. Preferably two months in advance of the meeting, obtains the exact title of the speaker's talk, four copies of the paper if available, the speaker's biographical data, and glossy photographs. Determines the date and time of the speaker's arrival, need for travel/hotel reservations, and the type of audio-visual equipment needed. Conveys this information to the secretary, the publicity chair, and the arrangements chair.
5. If requested, meets the speaker on arrival and arranges for ground transportation services.
6. Takes over and conducts the technical portion of the section meeting at the appropriate time.
7. Writes a letter of appreciation to the speaker and others who have effectively participated in the program.

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8. Extends invitations to friends or business acquaintances of the speaker to attend the meeting.
9. Makes the speaker feel welcome during the visit, and sees that the speaker meets other officers of the section and other members.
10. Facilitates the question and answer period at the close of the technical session.
11. Considers movies, videos, or slide presentations produced by industrial companies and by the government as additions to meetings, particularly if the presentation covers a related subject.
12. Reports to the governing board on the activity accomplishments during the section year and makes recommendations for future improvement.

## **Involvement Chair – Optional**

The involvement chair is an appointed office and is responsible for developing and implementing a program to involve as many of the section members as possible in section and/or international activities. The involvement chair may form a committee to assist in establishing procedures and performing the duties of the office. This committee will function as a clearing house for those members wanting to become involved and for those looking for assistance. The committee should also try to motivate more involvement by the members.

In carrying out these functions, the involvement chair and the committee should:

1. Be aware of all SAE activities, including those of the section and those on the international level.
2. Survey the section membership to determine who has an interest in becoming involved locally and internationally.
3. Periodically invite members to become involved.
4. Work with the section secretary to obtain new member/applicants' names from SAE International Headquarters. Contact them immediately and ask them to get involved.
5. Give the names of section members who want to be involved to the governing board and committee chairs and follow up on these requests to assure that the members' services are actually utilized.
6. Recommend new ideas for activities that would involve additional members.
7. Suggest that individuals responsible for short-term activities, as well as the section chair, come to the involvement chair when individuals are needed for section activities.

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## Meetings & Programs Chair

As a member of the section governing board, the meetings/program chair organizes a committee, with the counsel and approval of the governing board, to develop a meetings strategy and accomplish responsibilities for the year. Each activity vice chair should serve on this committee.

Immediately after appointment, the chair and committee meet to survey technical interests of the members and to agree on topics and speakers for each meeting and/or event. These recommendations are presented to the governing board. .

After approval of the program, the vice chair activity, or meetings/program committee members, issue invitations to the speakers. It's advisable to obtain commitments from selected speakers well in advance of the speaking date. Ideally, meetings for the entire year should be planned by mid-September. A retiring section governing board is authorized to make preliminary arrangements for the first two or three meetings of the succeeding meeting year, with such arrangements subject to approval by the new governing board.

The Meetings/Program Committee:

1. Meets to establish the program for the coming year for submission to the governing board. For a well-rounded program, the committee should consider coffee speakers, noon hour luncheons, tours, and social activities.
2. Acts in an advisory and coordinating capacity with the vice chair activity throughout the year and checks to ensure that satisfactory progress is being made on meeting plans.
3. Provides a substitute program in the event of a cancellation. It is recommended that a stand-by speaker be available for each meeting.
4. Encourages the membership to submit recommendations on topics for meetings.

The chair reports at governing board meetings on committee accomplishments during the year and makes recommendations for future improvements.

## Young Professionals Chair

SAE relies heavily upon its sections to take leadership in building SAE young professional networks. The key people in this program are the vice chairs of the young professional activities of the individual sections. A vice chair of young professional activities (VCYPA) is an appointed position on the sections governing board. It is his/her responsibility to work closely with other YP's in the section to establish a network of like-minded young adults.

Young Professionals are very important assets to SAE. We need YP's to continue to grow our organization. We should include both members and non-members.

\*This committee should be both chaired and organized by young professionals and function with their own budget.

This committee should:

1. Develop programs specifically focused on young professional but that anyone can attend.
2. Hold events several times a year.
3. Establish a network of both members and non-members.
4. Cooperate with collegiate chapter(s) and reach out to those who are graduating.
5. Keep governing board and membership board informed of progress that your board is making with YP's.
6. Cooperate with section vice chair membership and faculty advisor(s) to make certain that each graduating SAE student member recognizes the benefit of continuing membership following graduation, and is encouraged to take part in your YP events.