

SECTION OFFICERS

Section officers are elected and appointed. Both the elected and appointed officers serve on the section governing board. The elective officers of a section are as follows:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Vice Chair Membership
- Vice Chair Student Activities
- Vice Chair Math & Science
- Vice Chair "Division" Activity
- Delegate & Alternates to the Annual Nominating Committee (not applicable to Groups)

The appointive officers may include:

- Vice Chair Activity
- Involvement Chair
- Meetings/Program Chair
- Arrangements Chair
- Reception Chair
- Entertainment Chair
- Public Affairs Chair
- Publicity Chair
- Company Representative Chair
- Engineering Career Resources
- Continuing Education Chair
- Historian

For purposes of continuity, the immediate past chair continues as a member of the new governing board.

The Section Officer Job Descriptions are also available on the SAE Website at www.sae.org

1. Click on "Community" on the upper bar for a drop down menu
2. Click on "Sections"
3. Click on "Access Officer Resources"
4. Under Documents and Forms, click on "Section Officer Job Descriptions"

For additional information on the Officer positions and responsibilities, please refer to the Management Guideline Series Brochures on the SAE Website under the "Section Officer's Discussion Forum"

1. Click "Community" on the upper bar for a drop down menu
2. Click "Forums"
4. Click "Visit our Public Forums"
5. Click "Section Discussions"
6. Under FOLDERS, click "Section Management Guideline Series"

CHAIR

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 Procedure Manual.

It is recommended that the 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 outgoing chair to insure a smooth transition.
2. Schedules and presides at all governing board meetings. The Management Guideline Series #1, *Planning & Conducting Effective Governing Board Meetings* will be very useful to the chair and other key governing board members.
3. Sets goals for the year with assistance of governing board and measures progress towards goals.
4. Prepares and circulates the agenda for each governing board meeting.
5. Distributes copies of the Year-End Summary Report at the first governing board meeting and reviews areas of section operation pertinent to each governing board member's responsibilities.
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. It's advisable to distribute officers responsibilities and appropriate management guideline brochures to committee chairs.
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 and conducts business sessions. May turn the meeting over to the vice chair or another member to conduct technical sessions.

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 needed transportation. Welcomes and introduces guests to section members. The chair should assure that speakers are properly thanked, both verbally and by letter.
13. Ensures that arrangements are made to make applicants and new members feel welcome
14. Prepares a Year-End Summary Report of the section's activities at the close of each year and makes recommendations for the incoming governing board. A copy of the report should be sent to Section Relations , SAE International Headquarters by August 1.
15. Works with Annual Nominating Committee delegates/alternates and Section Nominating Committee to develop a pool of leadership candidates for international and section officers.

VICE CHAIR

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. 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 (VICE CHAIR ADMINISTRATION)

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, Section Relations at SAE International Headquarters, and the Sections Board representative.
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. Large sections may find it necessary to secure the services of a mailing company or to employ part or full-time help. (No salaried position may be established except by action of the Sections 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.
5. Maintains a current membership mailing file. It is recommended that sections use SAE International Headquarters computerized mailing labels for up-to-date addresses.
6. Reports to SAE International Headquarters, or encourages members to report changes in section member addresses and company affiliations, etc. Also, reports promptly any discrepancies between the section membership file and that maintained at SAE International Headquarters.
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 the Sections Board Representative and Section Relations at SAE International Headquarters. Names of those individuals will be provided by International Headquarters.
8. Assumes responsibility for preparing and mailing meeting notices. These notices should be mailed to reach all members at least two-three weeks before the meeting day.
9. Mails notice of monthly section meetings to SAE International Headquarters for publication in SAE UPdate using the "meeting notice card" (see Resource tab).
10. 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. Ballots must be mailed at least 30 days before the final meeting of the section year. Refer to Management Guideline Series #21, *Nomination and Election of Officers*.

11. Delivers to successor at the end of the section year all records, files, history, and other pertinent data relating to the year's activities.
12. Reports accomplishments and recommendations to the governing board.
13. Prepares a report of the activities for the year for presentation at the last governing board meeting of the year.

Membership Records

Upon assuming this office, the secretary should secure past membership records from the retiring secretary. Membership records contain the names and addresses of the section's members, applicants, student members, and those on the extra mailing list.

SAE International Headquarters will provide on a quarterly basis a complete Section Member Report. Monthly update reports are also provided. Quarterly reports contain all members and students affiliated with a section. The report is distributed in the months of July, October, January and April. Monthly updates reflect member activity within a section during the month.

Shortly after the close of SAE's fiscal year on September 30, 3 x 5 index cards of those who have not paid their dues for the previous fiscal year will be sent to each section. These individuals who have not renewed their membership should be removed from the section's records.

In February, a second set of 3 x 5 index cards of those who are delinquent in their dues for the present fiscal year will be sent to the section's vice chair membership. This is for use in contacting these people to encourage them to renew their membership.

TREASURER (VICE CHAIR FINANCE)

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 carry over 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 a section's financial plan. 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 Section Management Guideline, *A Treasurer's Guide to Section Financial Affairs* provides assistance in carrying out the responsibilities of the office. In addition, the Section Management Guideline, *Voluntary Financial and Section Measures*, can help treasurers evaluate their section's financial performance.

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 Financial Plan for the new year by conferring with the outgoing treasurer. Forms and software are available from SAE International Headquarters and must be completed, approved by the governing board, and mailed to reach International Headquarters by August 1.
4. Notifies the governing board when section funds are under or over the 60% of operating reserve guideline
5. Reports to the governing board at each of its meetings on the present and projected financial condition of the section.
6. Assures that the section operates within its approved plan.
7. Disburses section funds in compliance with the approved plan. Expenditures not in compliance with the plan require prior governing board approval.
8. Maintains a file of bills and invoices with supporting evidence.
9. Prepares and sends out invoices for all advertising and implements follow-up when necessary.
10. Maintains a sufficient balance at the end of the year to enable the incoming board to operate.

The following dues reimbursement schedule was approved by the SAE Board of Directors:

1. By November 15 of each year, send each section 100 percent of the actual amount due for the current fiscal year calculated on the dues paid by the September 30 due date. Also, on this date, pay the balance of any dues reimbursement for late payments received for the previous fiscal year.
2. By February 15 of each year, send each section 100 percent of the actual amount due for the current fiscal year for dues paid since September 30 through the service cut-off date of December 31. The supplemental dues reimbursement will be re-evaluated when dues are increased.
3. By June 15 of each year, send each section 100 percent of the actual amount due for the current fiscal year for dues paid since December 31 through April 30. Currently, sections receive the amount calculated on dues paid by April 30.
4. By October 15 of each year, send each section 100 percent of the actual amount due for the current fiscal year for dues paid since April 30 through August 30. Reimbursement based on dues collections during September will be made in connection with the first payment for the next fiscal year.

Any modifications to this payment schedule must be approved by the SAE Board of Directors.

Sections are required to file their Audit & Budget, Year-End Summary Report and Slate of Officers by August 1 of each year. If all of the se reports are not submitted to SAE by December 31, of the same year, the Sections Board Finance Committee will withhold a Section's dues reimbursement for one year.

In its annual information return to the U.S. Internal Revenue Service, SAE includes the income and expenses of sections as reported in the audit and budget. Accordingly, no federal income tax form of any sort should be filed by any section. In the event that a federal form or inquiry is received, please forward it to Section Relations at SAE International Headquarters with the address of the section's IRS district.

The SAE Employer Identification number that has been assigned to SAE by IRS in connection with savings accounts or investment income, is 25-1494402. No other number should be used for such purpose.

Each section treasurer or secretary who handles funds is bonded by SAE for a sum in excess of \$2,000,000 for dishonesty.

When unusual expenditures resulting in an operating deficit are anticipated, sections are urged to bring the matter to the attention of the Sections Board Finance Committee before the debts are incurred. The board may, at its discretion, appropriate sufficient funds to offset these expenses.

At the close of the section year, section books must be audited, with a signature verification included in the annual audit & budget submission. The audit may be made by the governing board, an auditing committee appointed by the chair with the consent of the governing board, or by an outside agency. The governing board decides who will perform the audit.

VICE CHAIR MEMBERSHIP

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 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 Headquarters, on-line, membership materials and reports.

In the event that no Membership Committee is organized, all of the following responsibilities revert to the vice chair membership:

Assistant Vice Chair Membership

- Provides assistance to and backs up the vice chair membership.
- Takes on special assignments or assists others on the Membership Committee.
- Helps prepare section's long-range membership goals and implements plans for membership development.

Membership Development Coordinator

- Maintains section supply of membership applications and literature.
- Works with the reception committee to display membership materials and distributes them to guests at section meetings.
- Helps to develop and carry out new member development programs within the section.
- Recognizes and distributes membership pins to new members at section meetings.
- Recognizes outstanding efforts in the area of new applicant sponsorship.

Membership Retention Coordinator

- 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.

Company Representative Chair

- Coordinates the activities of the company representatives who are SAE's local spokespersons at each company within the section's boundaries.
- Makes sure all company representatives have membership materials and encourages them to invite potential members to section activities.
- Provides the company representatives with names of delinquent members to follow-up to maximize member retention.

Vice Chair Activity (optional)

- Pinpoints special interests or needs of a group within the section's membership.
- Organizes special activities such as tours, noon hour meetings, etc. to meet the special needs of a group(s).

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

SAE relies heavily upon its sections to take leadership in stimulating SAE student membership and student chapter activities. The key people in this program are the vice chairs - student activities of the individual sections. Guided by the Section/Student Activities Committee of the Sections Board, it is their responsibility to work closely with student chapter officers and faculty advisors at schools where student chapters have been established, and to work with faculty members at schools that have no organized SAE student activity.

Student members are 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 student chapters with the sanction of the school administration and the SAE Board of Directors.

A vice chair of student activities (VCSA) is elected by the section members and becomes a member of the section governing board. To assist the VCSA with the job of strengthening section-student chapter relations, a VCSA handbook is available from SAE Headquarters.

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. Developing cooperative programs between the section and student chapters within or near section boundaries.
2. Orienting new student chapter officers as they are elected.
3. Establishing a close working relationship with student chapter faculty advisors.
4. Cooperating with student chapter(s) in formulating the program for the year and securing speakers. This is usually done in September.
5. Encouraging student chapter(s) to set up approved special events that will build student enthusiasm for SAE and enhance SAE's stature at engineering schools.
6. Contacting 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. Making sure student 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. Keeping governing board and section membership informed of student chapter(s) activities.
9. Cooperating 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 transfer to regular membership.
10. Keeping the SAE International Sections Board Section/Student Activities Committee informed of local student activities (address c/o SAE International Headquarters) and call upon this member advisory committee for assistance or to suggest improvement opportunities.
11. Reporting to the section governing board on accomplishments during the year and making recommendations for future improvements.

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 Student Chapters and faculty advisors within the section's boundaries.
3. Names of other schools where interest in SAE activity has been expressed and name of the faculty contact.
4. Copies of the following materials:
 - Applications for SAE Student Membership
 - Student Promotional Brochures
 - Resume Database Materials
 - Manuals on Student Branch Operations
5. Semi-annual report of student enrollment figures.
6. SAE Student Newsletter, a quarterly publication during the school year, that contains information on what the student chapters are doing.

VICE CHAIR MATH & SCIENCE, K-12

The responsibility of the vice chair math & science, is to encourage, promote and support increased enrollment of young people of all races and sex in educational programs that can lead to accredited degrees in engineering. 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. See Management Guideline Series #15, *VISION 2000: A Guide to Implement A World in Motion*. 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 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*, *Junior Solar Sprint*, and MATHCOUNTS at the local school level.
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 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 design 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.
6. Provide input regarding math and science education activities for the section Year-End Summary Report.

VICE CHAIR DIVISION ACTIVITY

The vice chair division activity is elected by the division or section membership and serves on the section governing board. The vice chair division activity, often called the division chair:

1. Acts in the capacity of presiding officer at all division board meetings.
2. Schedules division board meetings for the year.
3. Prepares and circulates the agenda for the division board meetings.
4. Appoints, with the advice and approval of other division officers, such committee chairs as are required to carry on the activities of the division.
5. 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.
6. Removes any inactive committee chairs and appoints a successor with the consent of the division board.
7. Handles all items received from the section promptly and passes information and requests to the appropriate division board members for compliance and action.
8. Presides at all division meetings and conducts the business sessions. May turn the meeting over to another member to conduct the technical session.
9. Acts in the capacity of official host of the division and makes certain that speakers and other guests are contacted upon their arrival and provided with transportation. Should assure that speakers are properly thanked, verbally and by letter.
10. Sees that arrangements are made and applicants and new members feel welcome within the division.
11. Keeps section governing board acquainted with division plans and contributes to section planning effort.
12. Makes certain that division meeting dates do not conflict with section meetings.
13. Sees that an annual budget is submitted to the section's governing board and that periodic financial performance reports are made.
14. Works with the section secretary to develop and maintain an up-to-date list of the division membership.
15. At the close of each year an annual report of the year's activities and makes recommendations to the section's governing board and incoming division chair.

SECTION DELEGATE AND ALTERNATES TO SAE'S ANNUAL NOMINATING COMMITTEE

The section delegate is the section's representative on SAE's Annual Nominating Committee. This committee is charged with the responsibility of nominating candidates for the international offices of president, treasurer, assistant treasurer, and four directors.

The section delegate and the two alternates are elected by the section members, and must be voting members of SAE: Honorary, Fellow, or Member grade. First and second alternates serve in the same capacity as the delegate in the event that the elected delegate or first alternate, respectively, is unable to fulfill the responsibilities. Each section can have two representatives in attendance at the annual nominating committee meeting. One representative is permitted to vote while the second representative will be a non-voting and silent observer with the intent to train that alternate in the nominating committee procedures.

The section delegate, during the Annual Nominating Committee Meeting, is individually responsible for evaluating and selecting the best qualified candidates for nomination to the offices of president, treasurer, assistant treasurer and four directors. Although the delegate's actions and decisions within the annual committee process are independently determined, assistance in arriving at those decisions should be sought prior to the Annual Nominating Committee meeting.

1. Attend section and governing board meetings and participate to the maximum to keep abreast of section activities.
2. Continually seek potential candidates for international office and bring them to the attention of the governing board.
3. Obtain recommendations from the governing board as to the section's preferred candidates for international offices.
4. Complete and submit (70 copies) of the "Nomination Form for Elective Office" Part 1 and 2.
5. Represent the section at SAE's Annual Nominating Committee.

SAE ANNUAL NOMINATING COMMITTEE MEETING GUIDELINES FOR THE DELEGATES

The goal of the Annual Nominating Committee process is to find the best possible candidates for the elective international offices of SAE.

1. Read thoroughly the material sent you regarding the Annual Nominating Committee.
2. Wear your SAE member badge at all times. A name badge will be provided at the meeting registration site.
3. Detach yourself completely from any business or social matters during the hours of 8:00a.m. and 5:00p.m. on the day of the Nominating Committee meeting.
4. Bring to the meeting the following reference materials:
 - a.) 70 copies of your nominating proposal if not submitted previously to SAE International headquarters;
 - b.) the material sent to you by SAE International Headquarters
 - c.) supplemental notes and reference materials.
5. Get acquainted with as many other delegates as possible during the breakfast period. A friendly acquaintance can be counted on for a supportive attitude during the nominating procedure.

6. To keep your involvement at a peak, volunteer for any assignments for special duty during the meeting. These might be entering the nominations on the board; preparing, collecting and counting ballots; or serving as the sergeant at arms.
7. Be sure you understand the instructions given by the acting chair regarding the procedures of balloting. This knowledge will help you participate constructively.
8. It is a committee rule that if an attendee is nominated, that delegate must leave the room until the balloting is completed. Do not dismiss a delegate from the room before the individual is given the chance to contribute nominating proposals.
9. When presenting a name for nomination, use the nominating form provided by SAE International Headquarters. It is recommended that nominations be sent to Headquarters in advance. However, if not sent, bring 70 copies of the nomination form to the meeting.
10. After your candidate has been listed on the board, seek comments concerning qualifications from other delegates who may know your candidate personally.
11. Nominations are always open until the final ballot so that every qualified member can be fully considered.
12. When evaluating candidates, it is wise to discuss openly qualifications and characteristics that are not listed in your written nominating proposal. Such items should cover: (a) health; (b) the nominees' general availability considering personal finances and time away from work; (c) knowledge of the inner workings of SAE through membership on various committees; (d) nominee's prestige in given field of endeavor, whether it is industry, academia, government, or military; and (e) reputation for getting a job done well and on time.
13. During the nominating process, alternates will be selected in case the first choice nominee cannot accept. To avoid reconvening the committee at a later date, telephone contact is made with the first choice nominee and, if necessary, with the alternates before the committee meeting is adjourned. These telephone calls may have a strong indication whether the individual can accept.
14. You are required to make a commitment to attend the Annual Nominating Committee meeting, and for qualification and security reasons, you cannot treat this commitment lightly. If, at the last minute, an emergency arises involving health or personal matters, contact your section chair, who must then arrange for your first or second alternate to attend the meeting for you. Do not ask an associate to represent you at the meeting. Only a duly elected delegate or alternate may serve in this capacity.
15. If you have any questions or require any additional information, contact SAE International Headquarters. You may call the office of SAE's Executive Vice President & Secretary at (724)-772-7195.

PAST CHAIR

The past chair, as a member of the governing board, works with other members of the board, gives them the benefit of past experience, and helps maintain continuity from one administration to the next. The past chair usually takes on special projects such as developing the section's long range plan, recruiting top management support, or leading the section's *A World In Motion* program.

VICE CHAIR ACTIVITY

The vice chair 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 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 escort service.
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. Provides copies of all correspondence to the section chair, secretary, and meetings chair.
8. Extends invitations to friends or business acquaintances of the speaker to attend the meeting.
9. Facilitates the question and answer period at the close of the technical session.
10. Makes the speaker feel welcome during the visit, and sees that the speaker meets other officers of the section and other members.
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. Obtains and reviews copies of reports such as the Section Information Summary Report and the SAE Speakers list to gather ideas for meeting topics related to the activity area. Meeting notices from other sections appearing in SAE Update is another source.
13. Reports to the governing board on the activity accomplishments during the section year and makes recommendations for future improvement.

INVOLVEMENT CHAIR

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 chair 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.
8. Propose to the governing board that no single individual hold more than one position within the section and that no individual hold a committee chair more than one year.

MEETINGS/PROGRAM 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. These recommendations are presented to the governing board. The Management Guideline Series #2, *Section Meeting Planning Guide* will be helpful in planning and implementing meetings.

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. Contact Section Relations at SAE International Headquarters for copies of the Technical Meeting Planning Guide.
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 papers and topics for meetings.

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

ARRANGEMENTS CHAIR

To meet the expectations of the position, the arrangements chair should organize a committee, with the counsel and approval of the governing board, to accomplish the arrangement responsibilities for the year. The arrangements chair and committee:

1. Arrange for a suitable meeting place with the approval of the governing board giving due consideration to convenience of location, parking facilities, seating capacity, and food and refreshment service.
2. Plan meeting room setup for each meeting making certain that all necessary items requested by the speaker are available. This would include audio-visual equipment, podium, flip chart and water for the speaker.
3. Arrange for an experienced individual to be present to operate the equipment, checks the public address system prior to the beginning of the meeting and, when necessary, stations a member to control the lights.
4. Conduct checks prior to the meeting to test all equipment and to familiarize the speaker with the environment.
5. Review each meeting program prior to the meeting, streamlines it if necessary, and prepares a time schedule. With the cooperation of the activity vice chair and the secretary, establishes the guest list, issues the invitations, and determines who will sit at the speaker's table.
6. Prepare seating arrangements for speakers at the head table, if used, and place cards as appropriate.
7. Furnish attendance and dinner reservation data to the meeting place management in advance of the meeting to assure required accommodations.
8. Coordinate displays and decorations.
9. Display SAE banner and podium sign.
10. Arrange for suitable storage of section owned property.
11. Supervise clean-up if necessary.
12. Handle entertainment and music arrangements (if required) in the absence of an entertainment committee.
13. Submit a budget estimate to the governing board for the coming year.

The chair arranges the membership of the committee to encourage the continuity of experienced personnel. The chair also reports accomplishments to the governing board and makes recommendations for future improvements.

RECEPTION CHAIR

With the counsel and approval of the governing board, the reception chair establishes a committee to accomplish the reception requirements for the section's activities.

The reception committee plays a key role in the success of section meetings by:

1. Encouraging members to socialize with attendees.
2. Supplying the membership committee the names of guests to receive membership information.
3. Greeting new members, applicants, and guests and introducing them to section officers. If necessary, provides an escort for them during the dinner and the meeting.
4. Performing the duties of a receptionist at the main entrances to the building and meeting rooms.
5. Ensuring that change-of-address cards are readily available for change of address, section affiliation, etc.
6. Providing ushering service if needed.
7. Assisting in the distribution and collection of identification badges and arranging for their storage. When social hours are held, assisting in hosting this activity.
8. Assisting at special events such as plant tours and meetings held in special places.

The chair arranges the membership of the committee to ensure the continuity of experienced personnel. The chair also reports accomplishments to the governing board and makes recommendations for future improvements.

ENTERTAINMENT CHAIR

The entertainment chair, with the counsel and approval of the governing board, establishes a committee to accomplish the entertainment requirements for the coming year. These requirements include:

1. Arranging and conducting the social periods that precede or follow a meeting. In moderation, the serving of cocktails prior to meetings has been well received. The cost of these beverages will be borne by individual members, or by company sponsors. Section funds shall not be used to cover cost of alcoholic beverages.
2. Arranging the entertainment program on special occasions such as spouses' nights, social meetings, etc.
3. Issuing thank you notes in recognition of sponsors of social periods, coffee speakers, and others who have contributed time or effort to make the social portion of a meeting successful.
4. Submitting a budget estimate to the governing board for the coming year, bearing in mind that socialized entertainment such as social periods, spouses' nights, golf outings, etc., are to be self-supporting.

The chair arranges the membership of the committee to ensure the continuity of experienced personnel. The chair also reports accomplishments to the governing board and makes recommendations for future improvements.

PUBLIC AFFAIRS CHAIR

The function of a section's public affairs chair is to project a positive image of SAE to the local community by promoting local section meetings and activities and organizing programs to serve the engineering needs of the public-at-large.

The image SAE strives to project is that of a learned society whose attitudes are reasonableness, objectivity, and impartiality. Its image should be that of a society of practical-minded engineers who adhere to the principles of the scientific method.

Duties and responsibilities of the public affairs chair are to:

1. Identify areas that require more effective communications and develop and implement activities in each of these areas. Principal audiences requiring special attention are:
 - Members
 - Potential members
 - Students
 - Industry leaders
 - Public-at-large
 - University faculty and administrators
 - Government (federal, provincial, municipal)
 - Armed forces
 - News media
2. Emphasize that all public affairs programs are the responsibility of every member of a section's governing board.
3. Be knowledgeable of the broad activities and interests of SAE as a whole, and communicate this knowledge effectively at the section level.
4. Be well informed on the section's vital statistics and activities such as membership (number and type), governing board officers, programs planned, location of meetings, student activities, etc.
5. Organize public affairs programs to serve the public-at-large by educating them on the various aspects of current issues or problems of engineering relevance.
6. Be alert to new developments within SAE and how they can further the section's public affairs programs. This can be best accomplished through regular reading of Automotive Engineering and Aerospace Engineering, SAE UPdate, Student Newsletter, and the Sections Newsletter.
7. Initiate and implement public affairs programs both directly and in conjunction with the section's elective and appointive officers.
8. Participate in SAE International Public Affairs campaigns to supplement local campaigns.
9. Maintain close liaison with SAE International Headquarters in order to receive and feedback information on significant accomplishments and problem areas requiring attention by SAE International Headquarters.
10. Make use of the Management Guideline Series #6 *Working with the Media*, for ideas and suggestions in initiating, planning, and implementing specific public affairs programs at the local level.

PUBLICITY CHAIR

The public affairs chair can appoint a publicity chair to assist with the responsibilities of publicizing all section activities through local media and SAE Update. Some of the responsibilities of the publicity chair can be to:

1. Contact local newspapers before each meeting and invite automotive and business editors as guests of the section. Furnish photographs, press releases, and biographical data on speakers for publication purposes.
2. Obtain adequate newspaper coverage after the meeting.
3. Collect and publish newsworthy items of interest such as new members, transfers between sections, promotions, honors, etc.
4. Report to the public affairs chair on accomplishments during the season and make recommendations for future improvements.
5. Submit to the editor of SAE Update news on meetings and events of interest to the international membership. The Management Guideline Series #6, *Working with the Media* will be helpful in implementing the publicity program.

**If no publicity chair is appointed, the public affairs chair
assumes these responsibilities.**

COMPANY REPRESENTATIVE CHAIR

Company representatives are SAE's ambassadors in their work areas. They stimulate interest in SAE meetings and other activities within their organizations by posting notices on bulletin boards and through personal contacts with members and non-members. Company representatives are sounding boards for member attitudes. They also assist sections in promoting and retaining members.

The company representative chair, working in close harmony with the membership vice chair and the governing board, establishes a working committee composed of representatives from local organizations that employ section members. A company representative should be appointed at every company employing SAE members and are essential at all companies with five or more members.

Company Representatives:

1. Stimulate interest in section meeting programs and in SAE membership within the companies they represent.
2. Post meeting notices on bulletin boards and distributes membership information to non-members in the company.
3. Make contact with all SAE members within their areas either by letter, phone, or personal contact, advising them of each meeting and urging attendance.
4. Gather suggestions from SAE members within their companies on improvements in section operating procedure and recommendations for meeting subjects and speakers.
5. Promote SAE membership to member prospects and help retain current members.
6. Make certain that the managements of their companies are fully aware of local SAE activities.
7. Assist the reception committee at meetings and other events in promoting a friendly atmosphere.
8. Furnish notification of transfers, promotions, deaths, and other news items to the public affairs chair and to SAE International Headquarters.

The company representative chair arranges the membership of the committee to encourage the continuity of experienced personnel. The chair also reports accomplishments to the governing board and makes recommendations for future improvements.

ENGINEERING CAREER RESOURCES CHAIR

An important role that SAE plays for its members is serving as a resource for them when they are interested in making a career change. This aspect of SAE is becoming more and more important with current industry trends.

Overseeing SAE's programs related to career resources is the Engineering Career Resources committee, which reports to the SAE Membership Services Board. This committee is responsible for the SAE Resume Database, a computer-based listing of resume information from members and student members and other engineers seeking employment. The committee also conducts clinics at major SAE meetings to help members and other engineers improve their job search and interviewing skills.

At the section level, this responsibility belongs to the Engineering Career Resources Chair (ECRC). At the discretion of the ECRC and with the approval of the governing board, a Section Engineering Career Resources Committee may be developed to assist with this assignment.

The ECRC receives regular communication from the Engineering Career Resources Committee on SAE programs related to career resources that are of interest to section members. In addition, the ECRC may develop local activities to assist members and other engineers in making career changes.

The Engineering Career Resources Chair:

1. Notifies section members of the opportunities that SAE offers with regard to career changes through presentations at section meetings, articles in the section's publications, and displays of career related materials at section meetings.
2. Maintains a file of literature and forms for listing of members and student members and other engineers in the SAE Resume Database.
3. Considers opportunities for the section to help bring engineers and employers together through job fairs, positions available listings in the section publication and local engineers available listings.
4. Communicates with the SAE International Engineering Career Resources committee regarding any suggestions for modification of or addition to its current programs.

CONTINUING EDUCATION CHAIR

The main function of the continuing education chair is to develop and organize educational programs for the section. These programs should provide in-depth coverage of an engineering subject that is usually found in the traditional section meeting program. These educational programs, seminars, workshops, short courses, should be custom designed to serve needs not being served by local educational institutions or by the SAE Professional Development Committee. In carrying out these objectives, the chair should:

1. Contact SAE Professional Development for suggestions and aid in planning.
2. Be involved directly in the planning of technical content of section meetings scheduled during the year. This will help identify subject areas that may warrant development into future continuing education programs.
3. Report to the Sections Board and SAE Professional Development and the SAE Professional Development Committee:
 - a. Six months, if possible, before each education program date. This allows for assistance and an exchange of information with other sections as program plans develop.
 - b. At the end of each section year with respect to financial status of program and service rendered to membership.
4. Be familiar with the Guideposts for organizing continuing education programs. Contact SAE International for Guideposts.
5. Conduct and prepare appropriate study reports for review by the governing board. Approved reports should result in specific program proposals as outlined in Parts II and III of the Guideposts. Informational copies should be sent to the Professional Development Committee chair and SAE Professional Development staff.
6. It is important to coordinate all programs with SAE International Headquarters to avoid conflicts. SAE International Headquarters' Professional Development will also extend its assistance in helping sections plan a course or series of courses.

HISTORIAN

The responsibility of the historian is to gather and maintain information concerning the activities of the section and preserve it in archival form so that it may be used as historical information.

The historian may form a committee to assist in establishing procedures, collecting information, and performing the duties of the office.

The historian:

1. Coordinates with the section officers and other members of the governing board pertinent records of correspondence, meeting minutes, meeting programs, etc., to ensure they are maintained by the officers and governing board members.
2. Maintains an archival file of all records three years old or older. The records on file should include such items as: governing board minutes; financial reports; meeting notices; membership records; student chapter reports; and other committee and officer reports unless documented in governing board minutes.
3. Maintains a file of technical presentations given at section meetings.
4. Maintains a file of any section manuals or policies developed by the section.
5. Maintains up-to-date statistical records based on the section's activities and records to assist the governing board in planning and evaluating section activities.
6. Assists the chair in preparation of the Year-End Summary Report, summarizing the section's activities and accomplishments for the past year.