Treasurer Activities

Revision: Si  
Date: 8/30/2017

Income and Disbursements  
Budgets  
NetSuite financial entries  
Monthly Financial Reports for ExCom

Election October 2017

Treasurer  
Treasurer Elect  
Past Treasurer  
Assistant Treasurer  
Finance Committee Chair  
Financial requests  
Secretary Financial Committee

Change Log:
1/27/14 Secretary added to Fin Com  
9/21/14 Added Sherlund as Chair Finance Committee  
3/17/15 Added Harry Hill Treasurer, moved Praveen Kumar to Past Treasurer and added NetSuite to duties  
10/20/16 Added "Treasurer Elect" and updated duties  
10/20/16 Removed individual names (See current Officers Roster)  
10/20/16 Added "Section Chair" and "Section Chair Elect" to Finance Committee  
10/23/16 Added election note to Treasurer Elect position

Printed 8/30/2017 at 9:12 AM  
Notify R Neff of requested changes
Each Chapter and Affinity Group elects their own officers
Chair, Vice Chair, Secretary, Treasurer
Each Chapter and event organizer submits L-31 Meeting Reports
Chapter and AG Chairs delegate organizing technical and administrative meetings

Change log:
1/27/14 Added SEM STEM Coordinator and organization
1/27/14 Moved ESD Affiliate Representative to PACE
3/17/15 Added Secretary position, Updated names of elected officers
    for 2015, added newly appointed Chair, Added Chapter XV
    Nuclear Plasma Sciences and added Chapter Health Coordinator
3/24/14 Changed Chapter Health Coordinator to Information Management Coordinator
10/20/2016 Removed individual names (See current Officers Roster)
10/20/16 Updated duties
8/30/17 Changed Educational Activities name to Committee to match roster
Change Log:
1/27/14 Moved Branch Mentor to each university Branch Mentors
1/27/14 Added Student Branch organization
9/21/14 Added Kaja as Chair (Removed name for Student Representative)
3-17-15 Added Samer Koda as Student Representative
3-17-15 Removed Windsor University and added ITT Technical Institute
11-20-15 Added Vice Chair and Chair Mentors Committee
10/20/16 Removed individual names (See current Officers Roster)
10/23/16 Removed ITT Technical Institute
8/30/17 Added Mentor Committee
Conference Activities
(Part of Communications and Marketing Committee)

Chair Communications and Marketing Activities

Section Secretary or Secretary Elect

Advance Planning
- Budget Planning
- Venue Planning
- Speaker Planning
- Sponsor Outreach
- Awards Planning
- Marketing Planning

Event Planning
- Date Selection
- Program Sequence planning
- Program Book Planning
- Registration Planning
- Venue preparation
- Speaker instructions

Post Event Planning
- Financial Reports
- Web Site Changes
- News Letter Article

Chair Spring Conference

Advisor Past Spring Conf Chair

Task Leaders per Conference Gantt Chart

Chair Fall Conference

Advisor Past Fall Conf Chair

Task Leaders per Conference Gantt Chart

Other Conferences (Each with own chair)

Change Log:
3/17/15 Updated Spring and Fall Conference Chairs
10/20/16 Removed individual names (see current Officers Roster)
10/20/16 Move to part of Communications and Marketing Committee

Section Secretary or Secretarty Elect

Other Conferences (Each with own chair)

Advance Planning
- Budget Planning
- Venue Planning
- Speaker Planning
- Sponsor Outreach
- Awards Planning
- Marketing Planning

Event Planning
- Date Selection
- Program Sequence planning
- Program Book Planning
- Registration Planning
- Venue preparation
- Speaker instructions

Post Event Planning
- Financial Reports
- Web Site Changes
- News Letter Article

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Professional Activities

Change Log:
1/27/14 Moved ESD Affiliate Representative to PACE
1/27/14 Created Affiliates Category
1/27/14 Changed Categories to Activities
1/27/14 Added Secretary
6/21/14 Added Sherlund a Chair
3/17/15 Added Liaison Nearby Sections Ali Eydgahi
3/17/15 Added David mindhan as Government Relations Manager
3/26/15 Changed Secretary to TBD
10/20/16 Removed individual names (See current Officers Roster)
10/23/16 Added Pace Events Coordinator

Chair
Professional Activities
(PACE)

PACE
Activities
Category

SEMPAC
Activities
Category

Affiliate
Activities
Category

Liaison
Nearby Sections

Engineering
Society of Detroit
Affiliate Representative

PACE Events
Coordinator

PACE
Event Chairs

Academic Relations
Manager

Industrial Relations
Manager

Government Relations
Manager

Windsor Section

Toledo Section

Grand Rapids Section

Flint Section