Note: The National ASCE fiscal year is from October 1 through September 30. The Oregon Section must submit an Annual Report of activities and finances to National ASCE no later than November 30. The Capital Branch is also expected to submit an Annual Report to the Oregon Section.

The Capital Branch “program year” of monthly technical presentation luncheons is from September through May. The Board has typically taken a recess in June.

**Branch Meeting Schedule**

- September: First meeting of the Branch program year.
- October: No special items of business.
- November: Scheduled to avoid Thanksgiving holiday.
- December: Scheduled to avoid Christmas holiday.
- January: No special items of business.
- February: No special items of business.
- March: Scheduled to avoid Spring Vacation.
- April: The Election Committee Chair announces officer nominations for the next year. Ballots are emailed to members shortly after the April meeting.

Annual questionnaire/survey is distributed.

- May: Officially, the Branch's Annual Meeting. Election ballots are counted. Questionnaire/Survey is collected. Annual field trip is usually in May.

- August: A newsletter is typically mailed or emailed to members and luncheon guests with the year’s program. If a complete program is not available a December newsletter may follow.

**Branch Board of Directors Meeting Schedule**

Note: The Board of Directors consists of the President, President-Elect, Vice-President, Secretary, Treasurer, and the latest, active Past President. The Program Committee Chair and Membership Chair usually attend all Board Meetings. The Board normally meets two weeks before each Branch meeting and in July and August to prepare for the coming Branch program year.

- July: Program and Membership Committee Chairs have been recruited and appointed. Old and new officers as well as committee chairs should attend. April Questionnaire/Survey results are reviewed. A tentative schedule of meeting dates, topics, and speakers is discussed. Responsibility for researching topics and contacting potential speakers is
assigned. Possibilities of offering a seminar or class in the coming year as well as a preliminary budget are also discussed.

- Early August: Developing meeting topics and speakers is continued-finalizing the schedule at least through December. The Treasurer submits the proposed budget for the coming year and the Annual Report for the previous year for the Board's approval. The Secretary coordinates updates to the Branch webpage maintained on the Section website. Officers should be added to and removed from the Wells Fargo checking accounts as needed. The fall newsletter will be drafted and prepared.

- Late August: fall newsletter which includes President's letter, meeting schedule, list of officers, and additional information is emailed to members and guests.

- September through February: Normal items of business are handled.

- March: The Election Committee makes a request for nominees to fill upcoming officer and committee vacancies. Election Committee members are assigned potential nominees to contact and affirm their consent to serve.

- April: The Election Committee adopts the slate of candidates. Ballots are emailed to Branch Members shortly after the April Branch meeting. Voters are encouraged to respond by email and there will be a provision for paper ballots at the May annual meeting. It is preferable to coordinate other member voting activities (bylaw updates, for example) to coincide with the May meeting. Consult the current bylaws for more information on process.

- May: Schedule summer Board meeting dates for July and August as needed. The next year’s presentation program, next year objectives and topics for the fall newsletter are likely to be important areas of discussion.

Job-Specific Responsibilities

President:

1. Compose the fall newsletter. The email delivery can be done by the Secretary but the President manages the development of the newsletter.

2. Set up Board of Directors meeting schedule for the year.

3. Compose and distribute annual Branch questionnaire/survey asking for suggestions for future topics and speakers, field trips, meeting improvements, etc. It should be handed out at the May meeting as well as emailed out prior to the meeting along with the election ballot.

4. Preside at the Board of Directors meetings.

5. Attend the Oregon Section Board of Directors monthly meetings in Portland or ask another Branch officer to attend. The Branch President serves as one of the Section Vice Presidents.
6. Request that the Oregon Section President attend a Capital Branch meeting. This should be done early in the year (September) with follow ups to try to get a scheduled visit.

7. If needed, greet speaker, help with equipment setup, and introduce the speaker.

8. Preside at the Branch meetings.

9. Request annual allotment from the Oregon Section (historically $500) after submitting year’s taxes.

10. Review Branch Finances (with Treasurer) at time of submitting taxes. Review Budget for upcoming year prior to submittal to Section.

11. Send out annual questionnaire/survey (email) to general meeting email list after the April Branch meeting. Collect surveys at the May Annual Meeting.

12. Introduce meeting speakers unless another Board member is responsible to do that.

13. If Program Committee Chair is vacant, delegate someone to take care of committee chair tasks.

14. If Membership Committee Chair is vacant, delegate someone to take care of committee chair tasks.

**President-Elect:**

1. Perform the President's duties in his/her absence.

2. Generally serves as principal branch representative on the planning committee of the annual Mid-Willamette Valley Future Engineers Day.

3. Attend the annual ASCE Workshop for Section and Branch Leaders.

4. Manage agreement and contracts with the luncheon Venue (currently CCBI) for the program year.

5. Ensure that the Capital Branch website (http://www.asceor.org/capital-branch/) is current in terms of officers and meeting dates/topics. We do not maintain our own website - the Oregon Section webmaster does. Contact the webmaster and provide a list of updates to the webmaster whenever needed. The current webmaster can be found on the Oregon Section website (http://www.asceor.org/) under the Officers page.

**Vice President:**

1. Be available to perform the duties of the President and President-elect in their absence.

2. Buy gift for outgoing President. Typical gift is a plaque commemorating their year as President of the Capital Branch (cost typically $60 to $80)

3. Assist the Secretary and Treasurer at the monthly Branch meeting registration table when needed.

4. Perform some of the President’s duties when needed.

5. When possible, attend the annual ASCE Workshop for Section and Branch Leaders.
Secretary:

1. Maintain our branch email account (capitalbranch@asceor.org). The email account can be accessed by navigating to https://login.bluehost.com/webmail/bluehost/?login=1&. Ensure that all email correspondence sent to multiple parties (other than the Board or Committees) is sent as bcc.

2. Keep minutes of the Branch Board of Directors meetings. Email the minutes to the rest of the Board within one week following each Board meeting.

3. Maintain branch email list (excel file). This list includes all Branch subscribing members, all Section members located within our four-county area, and all non-ASCE members who have requested to be added to our emailing list. To get access to Section members located within our four-county area, contact the Oregon Section President and request that they provide us with a list of Section members who reside in the following cities: Albany, Amity, Aumsville, Brooks, Corvallis, Independence, Jefferson, Keizer, Lebanon, McMinnville, Monmouth, Mount Angel, Oregon State University, Philomath, Salem, Scio, Sheridan, Silverton, Stayton, Sweet Home, Tangent, and Turner. Contact the Section President after the resubscription period (January) has passed. This email list should also be updated monthly by:
   - Adding new assigned members provided to us monthly from ASCE National
   - Removing dead email addresses that bounce back from regular announcements
   - Removing contact information, if requested, by those who no longer wish to receive correspondence from the Branch

4. Maintain current list of Branch subscribing members supplied by ASCE National. An Excel spreadsheet is updated by ASCE National each day; however, the list typically does not change except during periods of member resubscription (i.e., around December/January). The current ASCE National contact to get access to the ftp site is Michael Cook (mcook@asce.org).

5. Maintain our MSN SkyDrive (virtual file storage site), which contains all of the Capital Branch documents. To access our SkyDrive, navigate to http://www.live.com. Once you have logged in, Click the “Hotmail” heading near the top; this will open another webpage. This new page will have a “SkyDrive” menu item near the top which has a drop down menu. Select “Documents” from this menu to access the Branch document folders. From here, you can edit or download any document.

6. Secretary will maintain the current passwords for Skydrive and Bluehost accounts and inform Board Members of password changes.

7. Handle August mailing of fall newsletter.

8. Notify the Oregon Section (the Section webmaster and President) and ASCE National (Narcy Ibanez, nibanez@asce.org) of the elections results.
9. Create names tags as needed for regular meeting attendees. This is usually directed by the Membership Chair.

10. Send out email meeting notices for the luncheon presentations:
   - Initial announcement two weeks in advance
   - Reminder announcement one week in advance
   - Confirmation email to those registered, the Monday prior to the meeting

11. Record the affirmative responses to the general meeting RSVP. The template for this is currently located in the SkyDrive. Print the list of affirmative responders and bring it to the general meeting by 11:15am.

12. Check with restaurant server about latest headcount to make sure enough tables are set up and that there will be enough food.

13. Create Professional Development Hour certificates for each meeting attendee. An easy way to do this is to use mail merge in Microsoft Word. The template for this is currently located in the SkyDrive. Print the PDH certificates and bring them to the general meeting by 11:15am.

14. Receive and disseminate the information distributed by National ASCE.

**Treasurer:**

1. Maintain two checking accounts (Branch and EWeek), making sure that the authorized signers list is current. Banks will require official minutes of board meetings to designate a change in officers that are authorized to sign checks.

2. Submit proposed budget for upcoming year (October 1 through September 30) by the end of September, for Branch Board's approval to be sent to the Oregon Section.

3. Take money at the registration table for Branch meetings. Usually, someone else helps--Program Committee Chair, Membership Committee Chair, Vice President, etc. Bring extra cash to make change. Pay venue.

4. Provide Oregon Section with Branch financial report prior to October fiscal year end. Work with the Oregon Section Treasurer to complete this task. Provide time for review by the Capital Branch President

**Past President:**

1. Attend Branch Board of Directors monthly meetings.

2. Contribute to the leadership dialogue of the Branch and help out where possible.

3. Assists incoming President with their new duties to make a smooth transition of power. Assistance is likely most helpful in the terms of reminders including timely mailing of mailers, emails, reserving meeting facility, and other duties of the President. More assistance will likely be needed at first but less as time passes forward since the new President will become confident in his/her role.
4. Chair election committee for the following year’s elections.

Committee Chairs:

Standing Committees are the Program Committee, Membership Committee and the Election Committee. The Board of Directors appoints Committee Chairpersons and the Chairpersons are responsible to manage and staff their Committees and perform the general duties and tasks described below. Each Committee should have at least three members per the Branch Bylaws. If Committee vacancies exist the Board may help the Chairpersons in recruiting committee members.

Program Committee:

The Program Committee’s responsibility is programming the year’s luncheon presentation program, ensuring that information about the presentation speaker and topic is distributed at necessary times and that the speaker is welcomed and knows what to expect.

1. Organize and hold a mid-summer meeting to begin working on fall program.
2. Submit meeting announcements, which include topic and speaker biographical information, meeting location, and meal cost to Oregon Section's webmaster
3. Coordinate with Branch President and provide list of topics and presenters with sufficient detail for the Fall Newsletter (and Spring Newsletter if breaking program into two parts).
4. Provide Speaker Bio and brief presentation description to Secretary and President three weeks prior to meeting. (Also an opportunity to remind speaker of event and introduce President to speaker)
5. Be at venue or assign someone to be there at 11:30am to greet speaker and help with presentation setup. Make sure the speaker eats first.
6. Ensure that the following setup is provided at the venue (may be delegated):
   - Setup should start at 11:00am and be done by 11:30am.
   - Hang Branch banner.
   - Organize registration table with felt pens for blank name tags, ball point pens as needed, and attendees list.
7. Help at registration table if not involved with speaker.
8. Be responsible for the purchase of gifts for the speakers.
9. Attend Branch Board Meetings when possible. Schedule periodic meetings with other Committee Members. Plan to provide status reports at three Board Meetings (August, January and May).
Membership Committee:

The Membership Committee serves to actively encourage membership and participation with the Branch through a number of strategies. This includes maintaining awareness of new faces, old faces and welcoming people in person and through other medium. Membership Committee tasks include the following:

1. Keep permanent name tags updated and have new ones printed as needed. Coordinate printing of new name tags with the Secretary. Bring and spread nametags out on table.
2. At luncheons, spread out permanent name tags by alphabet at another table. Also put out lanyards.
3. Help at the meeting registration table as needed.
4. Personally contact new members to welcome them to the Branch, inform them of our meeting dates/locations, and ask them if they have any questions. New members can be identified from the list downloaded by the Secretary from ASCE National.
5. Coordinate with OSU Student Chapter, typically working with Vice President on planning College Student outreach events.
6. Attend Branch Board Meetings when possible. Schedule periodic meetings with Committee Members. Plan to provide status reports at three Board Meetings (August, January and May).

Election (Nominating) Committee:

The Election Committee looks to obtain nominees for Branch Officer positions and also manages the Branch Election; sending out nominees list, ballot, tallies votes and reports results. Per the Branch Bylaws the Election Committee consists of at least three members; all are past Presidents. The recommended Chair for the Election Committee is the most recent past-President. The Election Committee should follow the process in the Branch Bylaws which includes:

1. Publish a general notice of open positions and request nominations to the membership (by email) and advise when nominations must be received.
2. Select and publish nominees for each position. Email membership the ballot and election rules for a contested election.
3. Election Committee should aspire to find volunteers and potential officer nominees in early spring; prior to the immediate need of finding new officers in April.
4. Election Committee Chair should attend Branch Board Meetings when possible and schedule meetings with Committee Members as needed. The Chair should expect to provide status reports in at least two Board Meetings.
5. Send out election ballots (email) to subscribing members after the April Branch meeting. Collect returned ballots at the May Annual Meeting. Send out an email announcing election results once deadline for returning ballots has passed. Only ballots returned by
members of ASCE National (i.e., they have an ASCE member number) will be included in the count. Ensure that all email correspondence is sent as bcc.