DESCRIPTION OF EXECUTIVE OFFICER DUTIES

SECRETARY: The Secretary is the lifeblood of the organization as official information and correspondence flows through this person. As Secretary, you are to record all relevant and vital information at the meetings and are chiefly responsible for the reports, publicity, and matters of that nature. You should be able to take quick accurate and concise notes as your position is almost as important as the Chair’s. The Secretary shall:

i. Take roll and record accurate minutes of all meetings at which official business is conducted and distribute them to all officers within two days of the meeting for approval and the Branch Counselor at the next meeting, post them for viewing by the student body, and place a copy in the appropriate file in the branch office.

ii. Assist the Chair to complete and submit all required reports.

iii. Produce for the Officers all correspondence, memoranda, and other administrative documents and ensure that correspondence, memoranda, and documents are properly transmitted to the appropriate organization or person and a copy is placed in the files in the Branch Office.

iv. Assist the other officers in preparing required reports, forms, or other correspondence and ensure that these items are properly transmitted and a copy filed in the Branch Office.

v. Obtain information from other officers as appropriate, complete, and submit the Annual Plan and Annual Report to the IEEE and other appropriate persons or organizations.

vi. Order and maintain a supply of letterhead stationery, envelopes, forms, stamps, membership pins and other supplies.

vii. Maintain a record of all current members and place the record in a file in the Branch Office and work with the Membership Committee Chair to be sure that the email listservs are accurate and updated.

viii. Serve as the acting IEEE Newsletter Editor should the Publicity Chair be vacant.

ix. Provide a copy of these bylaws to each officer-elect at the transition meeting and arrange for an orderly transfer of all Branch records to the incoming secretary.

x. Be a member of the Executive Committee and attend its meetings.

TREASURER: The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible. The treasurer shall:

i. Receive and disburse money belonging to the Student Branch as approved by the Executive Committee.

ii. Be sure all money received by the Branch is deposited no later than two business days from the date it is received.
 iii. Be authorized to sign cheques for expenditures approved by the Executive Committee.

 iv. Submit an accurate and complete financial report indicating all income and expenditures since the previous report to the Executive Committee and Branch Counselor at each regular meeting, and place a copy of the report in the branch office.

 v. Maintain the following records:

a) Petty Cash Book-This book shall be kept in the petty cash box and all receipts and disbursements from petty cash recorded in the book. Entries shall include the date, the amount and the purpose of the transaction, and the name of the person receiving or paying the money. The treasurer shall place directions for making entries in the front of the book. Petty cash book will only be kept if needed.

b) Financial Transactions Book- This book shall be maintained by the treasurer. They shall personally pass the book, fully and completely updated, to the treasurer-elect. The book shall include the date, amount, and purpose of all receipts or disbursements, and the name of the person or organization receiving or paying the money. Disbursements or receipts from petty cash will be labelled “petty cash”. Disbursements, receipts, and balance will be recorded in separate columns.

c) An itemized and detailed financial record of the expenditures and profits of activities such as large social events, and fund-raisers.

 vi. Check bank statements and cancelled checks against branch records. Any discrepancies must be reported to the Executive Committee.

 vii. Make a financial report to the Executive Committee at the beginning of each academic term and when requested to do so by the Chair. The report shall include total receipts and disbursements from the date of the last report, the previous and current balance and other pertinent information.

 viii. The treasurer shall assist the treasurer-elect to prepare the financial section of the Annual Report due at IEEE Headquarters by 1 March (not later than 1 May).

 ix. Keep an accurate record of all financial allocation decisions at each meeting as well as record such expenditures and be sure the branch does not run into debt.

 x. Open a joint bank account, obtain the signatures of the persons who are authorized to sign checks, and assist the officers-elect who are authorized to sign checks to become signatories to the account at the annual transition meeting.

 xi. Work with the Executive Committee and other relevant officer to prepare any and all budget paperwork, requests, information, etc.

 xii. Be a member of the Executive Committee and attend its meetings.
OTHER STUDENT BRANCH OFFICERS: The Executive Committee shall further the programs and activities of the branch by appointing officers and/or facilitating the election of IEEE members as student branch officers to fill some or all of the following positions, and any others deemed necessary from time to time.

PUBLICITY COMMITTEE CHAIR: As Publicity Committee Chair, you are responsible for advertising all Branch activities. This may also involve public relations with non-S&T faculties and the general public. The Publicity Committee Chair shall:

i. Recruit other student members to serve on the Publicity Committee, ensure all duties and responsibilities required to achieve the branch publicity program and support the activities program are carried out.

ii. Inform the appropriate collective about student branch activities to which they are invited. This shall include: Producing and placing posters in locations appropriate for informing students and faculty about student branch activities and removing the posters the day after the activity has occurred.

iii. Perform other duties, which publicize and inform about the plans, events, and activities of the student branch as directed by the Executive Committee.

iv. Act as the interim IEEE Newsletter Editor when a vacancy exists.

MEMBERSHIP COMMITTEE CHAIR: As Membership Committee Chair, you are responsible for actively recruiting new members and renewals, maintaining the membership email listservs, keeping an updated copy of the membership list, and resolve members’ questions about member benefits. The Membership Committee Chair shall:

i. Recruit other student members to serve on the Membership Committee, assign duties and responsibilities to them, and supervise their work.

ii. Plan and coordinate a week-long membership drive to take place within the first two months of the first semester and another within the first two months of the second semester.

iii. Membership drive should include:
   (a) Staffed information tables around campus during classes.
   (b) Visits to undergrad classes during the week.
   (c) Fliers and Posters around campus.

iv. Advocate online membership applications. When necessary, receive paper application forms, obtain the Branch Counselor’s signature, and forward the application and dues to the IEEE.

v. Maintain the membership listserv with the correct email addresses.

vi. In conjunction with the Secretary, keep an updated copy of the official membership.

vii. Resolve questions and problems with memberships.

viii. Work with the publicity chairperson in ensuring proper publicity about membership drives and benefits of being an IEEE member.

IEEE NEWSLETTER EDITOR: This is one of our main sources of information dissemination avenues for the IEEE. You should be have good written English skills and be able to edit other’s work for the purpose of publishing articles, advertisements, and letters. IEEE Newsletter Editor shall:

i. Recruit other student members to serve on the newsletter staff, assign duties and responsibilities to them, and supervise their work.

ii. Collect branch news from other officers and publish a new edition of the IEEE Newsletter on the first Friday (Fun Friday) of each month during the academic year, or by the first week classes, and one or more times during the summer, and a winter break.

iii. Have the draft reviewed by the Branch Chair or Counselor for each edition before distribution.
iv. Be responsible for the distribution to the ECE student body and faculty of each IEEE Newsletter issue. And also provide an electronic copy for the Website Chair to publish it on the IEEE UWI website and dissemination via the member listservs.

v. Work to acquire corporate, faculty, and other involvement through ads and articles relevant to IEEE UWI members.

OUTREACH COMMITTEE CHAIR. As the Outreach Committee Chair, your main goal will be to act as a liaison between the IEEE Student Branch and the community. You will in essence be the philanthropic arm of the student branch. To fulfill these duties, the Outreach Committee Chair shall:

i. Recruit other student members to serve on the Outreach Committee, assign duties and responsibilities to them, and supervise their work.

ii. Be the interface with other educational institutions, outside groups, and individuals.

iii. Along with the Outreach Chair, act as a student liaison between the Undergraduate Office and current and potential students.

iv. Act in a philanthropic role, organize service activities, and contact local charity organizations.

Member(s) At Large: You are the people the officers will turn to when they need help. You will most likely be the ones first considered for a vacancy. As a Member At Large, you get to vote at all the officer meetings, participate in all the major events, and actively be involved without specific duties. The member(s) at large shall:

i. Shall not exceed 3 persons in number.

ii. Assist any officer in tasks with which the officer requires assistance.

iii. Administer tasks & work with non-officer members who wish to volunteer time.

iv. Regularly attend as non-voting members Executive Committee meetings for the purpose of knowing what is going on should they need to replace an officer, not as an active or participating member.

v. Replace any officer, temporarily, should their office become vacant for a period of two weeks or more. Permanence can be had at the discretion of the Officers.