Operations Manual for ASCE Capital Branch

# Key Documents

|  |  |  |
| --- | --- | --- |
| **Title** | **Maintained by** | **Availability** |
| Branch Bylaws | Board/Past-President | Posted |
| Operations Manual | Board/Past-President | Posted |
| Board Contact Emails | Secretary | Posted |
| w/Member Cell Numbers | Secretary | (Board use only) |
| Info for Presenters | Vice-President of Education | Posted |
| Password List | President | (Board use only) |
| List of Past Events | Vice-President of Education | (Board use only) |
| Inventory of Equipment | Secretary | (Board use only) |

# Board of Directors Roles and Responsibilities

Board of Directors should familiarize themselves with the responsibilities described below. Some of these may be shared and/or transferred to other members of the team if necessary.

## Past President

* Supports current President.
* Offers experience and knowledge to the group and keeps the group functioning during the election phase and transition of new officers.
* Chairs the Nominating Committee.
* Maintains Branch Bylaws and Operations Manual.
* Provides Annual Report to the President immediately after becoming Past President.

## President:

* Serves as the main contact for most group inquiries and relations.
* Runs the Board meetings and oversees Branch activities.
* Prepares budget and outline of activities for current year with input from Board members.
* Attends Sacramento Section Board meetings as a voting member of the Section Board.
* Oversees actions of standing & task committees, with assistance from President-Elect and Past President.

## President-Elect:

* Assists President and Vice-Presidents when needed.
* Becomes President the following term.
* Is the Official Delegate at the ASCE Regional leadership conference unless they have attended within the last three (3) years.

## Vice-President of Education:

* With assistance of the Board and the Potential Speaker List, balances speaker topics within the civil engineering disciplines.
* 3 months before monthly meeting: Invites selected speakers.
* 6 weeks before monthly meeting: confirms speaker, requests title and summary of presentation, speaker bio, mugshot, and feature photo.
* 4 weeks before monthly meeting: provides content for meeting invitations to the Vice-President of Membership.
* During the monthly meeting: announces post-meeting survey and provides link.
* After the monthly meeting: reviews responses and summarizes results at next Board Meeting.
* In lieu of a Tour Director arranges tours/site visits in lieu of or in addition to monthly meetings.
* Provides content for special event invites to the Vice-President of Membership.
* Assists the Treasurer with registration at the monthly luncheons.

## Vice-President of Membership:

* Obtains the paid Branch membership email list from the Section quarterly.
* Tags the New Members, Younger Members, and Life Members.
* Uploads the list into the Branch email database (ConstantContact).
* Maintains list of non-members (“friends”) in ConstantContact, who want to receive meeting and event announcements.
* Reviews bounces and deletes those contacts that ConstantContact has suspended.
* Maintains list of student chapter presidents and advisors in ConstantContact.
* Designs the monthly meeting invitation campaign, sends to the three above lists above, and monitors the registration list.
* For virtual attendees, provides the link to registrants.
* Creates a blog post similar to the email campaign for each monthly meeting.
* Submits event information to Section/Admin for publication in the Engineer-O-Gram.
* Creates and sends one email campaign per month to announce posting of video from previous meeting and other ASCE Region, Section, or Branch news not yet disseminated.
* Responsible for monitoring the Branch Gmail account
* Takes on social media duties in the absence of a Social Media Committee (keeping up with our blog, LinkedIn account and other social media accounts).
* Welcomes attendees at beginning of events.

## Secretary:

* Takes notes during the meetings and prepares the minutes.
* Distributes meeting minutes within one week of Board of Directors’ meeting.
* Keeps record of all the minutes and passes it on to the following Secretary.
* Maintains lists of Board of Directors, Committee Chairs’ names and emails with and without cell phone numbers, and Branch property.
* Assists with ConstantContact, blog posts, and other tasks as needed.

## Treasurer:

* Maintains and facilitates all Branch financial duties.
* Keeps accurate records of account deposits and expenses for the group.
* Pays bills incurred by the Branch and deposits income into Branch account.
* Submits an annual expense report and account balances report in November to the Sacramento Section.
* Works with the President to create an annual budget.
* Runs the registration table at the Branch events.
* Maintains Branch files and passes it on to incoming Treasurer.
* Destroys Branch files after 7 years.
* Submits tax statements.

# Standing Committees

Committee chairs are appointed by the Board of Directors. Committees can be added or de-activated at the discretion of the Board. In absence of Committee Members, a Committee Chair may be referred to as Director-at-Large.

## Nominating Committee

* Under direction of the Past-President, the Nominating Committee is in charge of identifying potential future leaders throughout the year, securing their nomination, and organizing the election each year.

## Membership Committee

* In coordination with the Vice-President of Membership, the Membership Committee works within the civil/environmental engineering community to increase meeting attendance and encourage Branch membership.
* Liaisons with American Council of Engineer Consultants, state and local agencies, and special interest groups on meeting topics in-line with their work.
* Coordinates with national membership campaigns.

## Life Member Committee (de-activated)

* In coordination with the Membership VP, the Life Member Committee sees that Life Members are recognized.

## Younger Member Committee

* *(de-activated; currently maintained at the Section-level)*- In coordination with the Branch President, an active member of the Younger Member Forum (YMF), serves as a liaison between the Branch and reports at Branch Board Meetings.

# Task Committees

Committee chairs are appointed by the Board of Directors. Committees can be added or de-activated at the discretion of the Board as defined in the Branch Bylaws. In absence of Committee Members, the Committee Chair may be referred to as a Director-at-Large. Recommended Task Committees are, but are not limited to:

## Community Outreach Committee

* Coordinate special outreach activities. Past activities have included Paint-a-Drain, Rebuilding Day, Engineering Week, and assisting with the Golf Tournament.
* Potential activity for 2022 includes the Section Centennial.

## K-12 Student Outreach Committee

* Coordinates and facilitates outreach events for area K-12 schools through either an on-call basis or seeks out new opportunities for student outreach events (i.e., Career Fairs, Science Fairs, Classroom visits).

## Social Media Committee

* Is the voice of the Branch on Social Media tools used by National ASCE: LinkedIn, Facebook, Instagram, Twitter, and YouTube.
* Maintains these accounts.
* Re-post news by others of local interest
* Posts events as directed by the Board by linking to blog post for registration.

## Awards & Recognition Committee

* Work with the Section and Branch Membership VP to promote application for local and national awards.
* Recognizes Branch winners if not done by the Section.

## Technology Committee

* Hosts virtual speakers/meetings.
* Records and posts replay.
* Confirms Branch web site is up to date with news, events, contact information, etc.

# Procedures for Operation

## Luncheons

* The Vice-President of Education contacts the speaker for the following month 6 weeks in advance. Emails “Speaker’s Guide” and requests a brief bio, mugshot, short description of the presentation, and feature photo 4 weeks in advance. Forward these four items to the Vice-President of Membership 4 weeks in advance.
* Vice-President of Education submits the bio and narrative to the President.
* Vice-President of Membership receives the presenter biography(ies), mugshot(s), presentation summary, and feature photo 4 weeks in advance; and creates the announcement on Constant Contact
* Vice-President of Membership writes a blog article on the upcoming event and includes a registration link. Other modes of outreach such as the Engineer-O-Gram, individual invites depending on the topic-are used as available and appropriate.
* The meeting invitation is repeated by clicking on “Email Non-responders” in ConstantContact, copying the content of the invitation, and scheduling to be sent once a week
* The President is responsible for cutting off questions prior to 1pm.

For in-person meetings:

* The President emcees the luncheon and introduces the speaker. The announcements and introductions start promptly at noon. The members can socialize and waitstaff can clear tables before the speaker is introduced around 12:15 pm.
* Vice-President of Education requests the speaker to bring a laptop with the presentation and shares that ASCE will take care of projector, screen, and any other equipment required.
* The President presents the speaker with a token of appreciation at the luncheon after the presentations.
* The President conducts the raffle for the door prize (typically a $5 gift card, or similar)
* Vice-President of Education books the facility (currently Old Spaghetti Factory); confirms the date, time, lunch menu, sound system and seating arrangement two weeks in advance.
* Vice-President of Membership 1. One week before the event downloads the headcount and provides the total number of attendees along with individual entrees to Vice-President of Education, who notifies the facility; 2. One day prior prints out the names and pertinent registration information of the attendees for the sign-in sheet; prints out name badges
* Keeper of AV equipment brings the projector screen, laptop for recording, and camera equipment to the facility and does set-up.
* Treasurer collects the payment for the luncheon at the door along with the Vice- President of Education. For more detail see Meeting Door Operations Guide.

For virtual meetings and events:

* The Vice-President of Education informs the speaker(s) that GoToMeeting will be used and recommend checking speaker tips posted.
* The President runs the meeting and starts promptly at noon with introductions of Board Members present, announcements, and finally introduction of the speaker(s).

## Notes:

1. The monthly luncheons are typically held on the fourth Tuesday of the month, with no luncheon being held in the month of December.
2. In November, the meeting is typically held the week before Thanksgiving week.
3. For in-person meetings, the luncheon will have a social hour from 11:30 am to 12:00 pm and the luncheon runs from 12:00 pm to 1:00 pm. For virtual meetings, time is used for testing connections and for networking.
4. The speaker for June can be the student chapters presenting on their Mid-Pac activities.

## Elections

* Elections are held in accordance with the Branch Bylaws.
* The Past President prepares a “call for officers” announcement typically sent to members by the Section and/or published in the May Engineer-O-Gram.
* The slate of nominees is presented to and the ballot approved at the July Board Meeting.
* The Past President sends the approved ballot to the Sacramento Section which will administer the election process and count the ballots.

# Document Review History

|  |  |  |
| --- | --- | --- |
| **Edits By:** | **Date:** | **Description:** |
| Alma Luna | 11.05.2021 | Formatting, comments, text edits. |
| Sue Hida | 11.08.2021 | Gmail responsibility; Virtual vs. In-person Monthly Meetings |
| Sue Hida | 01.04.2022 | Clean-up per Alma’s 11/08 response to Sue’s questions |
| Sue Hida | 01.06.2022 | Clean-up per Board Meeting 1/5 |
|  |  |  |

**ATTACHMENT: MEETING DOOR OPERATIONS GUIDE**

The purpose of this guide is to explain all that has to be done before, during and after a meeting to greet and check in the attendees at the door, and to pay off the venue after the meeting.

**BEFORE THE MEETING:**

Before the meeting, the Attendance Roster, Name Tags and Door Prize tickets need to be prepared. You may need to prepare meal cards if the venue or someone else on the Board doesn’t do this. This portion of the Door Job will take 2 to 3 hours.

1. **Registration**. Registration is done using the services of an Event App such as EventBrite, Constant Contact, etc. From the App, the Registration File (in EXCEL) can be obtained either by yourself or from another Board member who is organizing the meeting and letting the venue know the head count. You need to have the Registration File the evening before the meeting.

The Registration File needs to be worked over (edited) to make it useable for the door purposes. Depending on the Registration App, editing may take 30 or more minutes. From the edited file, the Attendance Roster and the Name Tags will be prepared.

1. **Attendance Roster.** Prepare the Attendance Roster in alphabetic order by last name. For use at the door to check in the folks, the Roster needs Last Name, First Name, Company, Menu Choice, Payment. **BOLD** the names of those who need to pay at the door. When you collect from them, note payment method (cash or check).
2. **Name Tags.** The Name Tags are prepared in alpha order using AVERY Design/Print, Mail Merge, or similar. The stock used for the Tags is Avery 5963 or Office Depot 3100-U, 2”x4” Shipping Labels. The cute little “HELLO, My Name Is” labels are not used because they cost exponentially more than the shipping labels. The Layout of the Name Tag is:

………………………………………………………………………………………………………………………………………..

! CAPITAL BRANCH, ASCE (size 10) !

! DATE (size 10) !

! !

! 12 !

**2”** FIRST NAME LAST NAME (28)!

! 16 !

! COMPANY (22) !

 !…………………………………………………………………4”………………………………………………………………!

When the Tags are reviewed before printing, there may be a couple that need editing to fit the name or company onto the Tag. This can be done one at a time. Abbreviate Company Name if necessary to fit onto the ticket.

1. **Door Prize Tickets.**  A lot of time is saved if the Door Prize Tickets are prepared before arrival at the door. This involves rolling off the number of tickets to match the number of folks registered for the meeting, plus 5 or so. Split the tickets in half. Tear apart the TICKET portion and put into a plastic bag for use by the president to draw the prize. Tear apart the KEEP THIS CUPON part and put into a plastic bag to give out at the door. This portion of your job takes 15 or 20 minutes in itself, but is far easier to do without the press of trying to do it with people in line in front of you. One person, One ticket.

**AT THE MEETING**

Arrive at the meeting location 30 minutes in advance. Locate the Check In Table and move if necessary so it is just inside the room where folks have to go past it to enter the venue. Set up your Attendance Roster, Door Prize Tickets, Menu Cards, and Name Tags. Pick your spot where you will eat that is near to and visible of the entrance door, to be able to intercept late arrivals.

1. Check folks in. Note on the roster.
2. Collect from those who did not pay when registering. Note how paid (cash or check).
3. Write down names of Walk Ins and how paid. Charge $5 more than Registration fee.
4. Give all the correct menu card (if applicable).
5. Give all ONE Door Prize Ticket.
6. Direct to location of Name Tags (on separate table if at all possible).

**AFTER THE MEETING**

If you are not the Treasurer, coordinate with him/her.

* Count the cash you have collected. This will be used as part of the Bill Payment.
* On your copy of the Bill, show the following:

CASH: $ \_\_\_\_\_

 BRANCH CHECK: $ \_\_\_\_\_

 TOTAL: $ \_\_\_\_\_

* If Bill is paid with other than a Branch Check, note how paid and by who.
* Turn over to the Treasurer any checks you collected and the copy of the PAID Bill.

The Treasurer will prepare the income / expense report.

You have made it through the meeting, get yourself a glass of your favorite libation, kick your feet up, relax, and forget that you will be doing it all over again next month.