



## **MLAB BOARD OF DIRECTORS 2024-2025 GENERAL FUNCTIONS & RESPONSIBILITIES**

### **EXECUTIVE BOARD**

#### **PAST-PRESIDENT**

- Serve as an advisor to the President
- Assemble and Chair the Nominations Committee of Board of Directors for the following year
- Assemble the Policies and Procedures Committee each year to include all members of the Board of Directors
- Review any modified Policies and Procedures identified by Board of Directors for their committees of oversight and submit to Branch President
- Prepare Annual Report for previous year

#### **PRESIDENT**

- Appoint the Committee Chairs
- Schedule Branch Board meetings at regular intervals, normally on a monthly schedule
- At Section Board meetings, report to the Section on the highlights and accomplishments of the Branch during their term of office
- Assist the president-elect during the strategic planning meeting for the upcoming fiscal year
- Receive and present Branch awards
- Present Branch scholarships
- Prepare "President's Message" for each Branch newsletter
- Attend bi-monthly Section meetings
- Attend MLAB YMF monthly meetings, or send designee

#### **PRESIDENT-ELECT**

- Chair Budget Committee
- Acts on behalf of the President in any and all meetings the President is unable to attend
- Oversees special projects as assigned by President
- Contact volunteers to ascertain interest and appropriate committee assignment

#### **VICE-PRESIDENT**

- The primary responsibility of the Vice President is to maintain active and strong Programs Chairs, assisting them in staffing their committee and locating programs and speakers throughout the year.
- Chairs the Audit Committee



## **MLAB BOARD OF DIRECTORS 2024-2025 GENERAL FUNCTIONS & RESPONSIBILITIES**

### **TREASURER**

- Chair Audit Committee
- Maintain the Branch account and monitor the money entering and leaving the account.
- Prepare annual budgets, financial reports, etc., for the various Branch activities/events, so as to assist the President in preparing funding requests/applications from Section and other sources of funding.
- Maintain the Branch Paypal account and create payment links for Branch website
- Organize and prepare the Annual Meeting
- Oversee special projects as assigned by President

### **SECRETARY**

- Responsible for all correspondence of the Branch
- Prepare monthly Board Meeting correspondence, including agenda
- Responsible for maintaining a current Branch Officers roster with officer contact information.
- Responsible for collecting and maintaining the Branch Bylaws and Policies and Procedures
- Responsible for preparing Board meeting minutes
- Assist in the preparation of the Annual Report
- Assist in the final preparation of SPAG Grant Applications
- Update information on a monthly basis.
- Distribute the Branch newsletter and announcement of such publication.
- Send weekly e-mail notifications of Branch programs and events.

## **COMMITTEE CHAIRS**

### **AWARDS NIGHT**

- Is responsible for leading the committee and putting on the Awards Night event.

### **GOVERNMENT AFFAIRS**

- Promote the availability of various avenues of involvement such as ASCE's Internet Advocacy Website.
- Organize and promote forums between various government agencies and engineers to discuss important issues within government.
- Submit summary of activities to the board.

### **HIGH SCHOOL BRIDGE CONTEST**

- Responsible for leading the committee and putting on the High School Bridge Contest event

### **HISTORIAN**

- Responsible for taking pictures at all events and posting them on the website. Shall document the number of attendees at events



## **MLAB BOARD OF DIRECTORS 2024-2025 GENERAL FUNCTIONS & RESPONSIBILITIES**

### **K-12 OUTREACH**

- Responsible for outreaching to grades from kindergarten through 12th graders
- Community service projects that are geared to engineering, organizing career day speakers, and organizing technical tours
- Support the LA Younger Member Forum (YMF) with their K-12 outreach programs and events

### **MEMBERSHIP**

- Maintain appropriate access to the membership database with National and ensure that only authorized members have access and that only pertinent membership data is distributed
- Download membership database list monthly then extract address information for new members and student members. Prepare and submit a report to President Elect
- Draft a welcome letter addressed to each new member and with the President's signature\
- Submit list of New Student Members to the chair of the University Outreach Committee who will be responsible for sending a welcome letter to new students

### **NEWSLETTER EDITOR**

- Responsible for managing the content, format and distribution of the newsletter in the frequency determined by the Board
- Encourages each Board member and each committee chair to supply prompt and informative information items/articles for inclusion into the newsletter
- Maintain and track advertisers in the newsletter.
- Include the President's message in each newsletter
- Include a calendar of events in each newsletter
- Include a report on MLAB events in each newsletter
- Complete a newsletter available for review by the Board prior to publishing or adding to MLAB website or for general electronic or printed distribution



## **MLAB BOARD OF DIRECTORS 2024-2025 GENERAL FUNCTIONS & RESPONSIBILITIES**

### **PROFESSIONAL DEVELOPMENT**

- Identify and pursue ideas for Branch events, such as tours and presentations, from Professional Development committee members, local companies, universities, event attendees, publications, personal contact and fellow board members
- Respond to directives from the President related to potential new activity projects and recommend procedures for possible implementation
- Assist the Membership Chair, Branch President and President-Elect in coordinating ASCE cooperative activities with other professional associations with the goal of increasing both membership and participation
- Maintain a Branch Calendar of Activities which sets forth the basic dates of significant Branch, Section and National events
- Draft and submit advertisements for Branch events to Public Information Chair to disseminate to membership and interested parties through the Branch website
- Collect any and all event fees from Branch attendees and forward to the Treasurer for deposit to the Branch bank account

### **SOCIAL**

- Coordinate social events/activities (example events include quarterly happy hours, hiking, a wine tasting trip, an annual holiday party, sports activities, and co-hosted events with other Professional Societies) with the intent of promoting interaction amongst members
- Add event pages as needed

### **UNIVERSITY OUTREACH**

- Enhance and support the quality of existing Student Chapters
- Assist in formation of new Student Chapters.
- Advise and respond to the Branch Board on student activities.
- Establish a liaison with Student Chapters primarily through Faculty Advisors and Contact Members and keep them informed on ASCE activities.
- Monitor and cooperate with the Younger Member Forum (YMF) to improve the support of Student Chapters through the combined and coordinated efforts of the Section and the YMF.
- Cooperate with Student Chapters to support and promote conference attendance and participation.
- Initiate Award and Scholarship programs.