

AMERICAN SOCIETY OF CIVIL ENGINEERS

NORTH CAROLINA SECTION

EASTERN BRANCH



Duties of President-Elect (1 year term)

- Attend the monthly EB (Eastern Branch) BoD (Board of Directors) meetings
- Vote on EB BoD motions
- Assist EB BoD in recruiting new BoD members
- Plan and recruit speakers for one calendar year January through November (9 meetings). Confirm speaker commitment at least one month in advance. Speaker topics should cover various areas of concentration (i.e. geotechnical, structural, transportation, wastewater, etc)
- Send meeting details, directions, etc. and obtain from speaker description of topic and biographical information two weeks prior to meeting
- Attend Monthly Branch Luncheons and introduce speaker
- Attend National Leadership Conference (January)

Duties of Secretary (2 year term)

- Manage all communication to membership from the Branch and Younger Member Group
- Attend and participate in EB BoD meetings; record and distribute minutes
- Manage and track luncheon registrations
- Prepare name tags, receipts, PDH Certificate for each Attendee, PDH Sign in Sheet, and PDH Evaluation Form for monthly Branch meetings
- Maintain and submit records for PDHs to the Section
- Attend Branch events when possible
- Update email list with the member requests for removal, change or add by forwarding requests to ASCE National
- Manage all email communication to membership
- Prepare Annual Report

Duties of Eastern Branch Representatives to the NC Section (2 year term)

- Attend the monthly EB BoD meetings
- Vote on EB BoD motions
- Assist EB BoD in recruiting new BoD members
- Attend the monthly lunch meetings to represent the Branch and Section (engage attendees in conversation)
- Attend bi-monthly NC Section BoD meetings/conference calls
- Provide written reports to the Branch from the Section BoD meetings; likewise, provide written reports to the Section about the Branch's activities
- Provide a bi-monthly Branch news report to the Section Secretary for inclusion on the Website
- Assist Section in finding volunteers to chair Technical Committees
- Assist in providing the Project Highlight, Member Highlight and University Highlight to be sent to the Branch Secretary or Section Communications Director for inclusion on the Branch and Section websites

Government & Public Liaison (1 year term)

- Serve as a liaison between the Eastern Branch, the North Carolina Section, and the legislature
- Plan and coordinate annual events:
 - NC Legislative Drive-In (January)
 - Represent the NC section at the Fly-In in Washington, D.C. (March)
 - Legislative Reception (July)

Duke University Practitioner Advisor

- Attend the monthly EB BoD meetings
- Assist EB BoD in recruiting new BoD members
- Coordinate with ASCE student chapter president & faculty advisor regarding local ASCE Branch opportunities for young member participation and involvement.
- Attend a yearly roundtable discussion with Duke University Capstone Design Class to present professional background and also discuss unique challenges students may face on their Capstone Project (engineering discipline specific).
- Help coordinate Summer/Fall/Winter – Branch Social Outings (Bag-O Tournaments)

North Carolina State University Practitioner Advisor

- Attend the monthly EB BoD meetings
- Coordinate with ASCE student body president & faculty advisor regarding local ASCE Branch opportunities for young member participation and involvement. Organize and attend a yearly roundtable discussion - Coordinate with NCSU staff and the ASCE student group to determine a date that the NC Section can host their meeting on campus around February or March of each year. Engage the student members with the NC Section members – a lunch is often used to get students to interact with Section members and have a Q&A session.
- Help coordinate Summer/Fall/Winter – Branch Social Outings (Bag-O Tournaments)

E-WEEK Coordinator

In accordance with North Carolina Section goals, each Branch is to establish an E-week contact to coordinate public outreach activities during E-week. The time commitment for this position should take no more than 5 hours. Information regarding the position can be obtained from our current Branch president.