

Responsibilities of the Local Section Executive Committee

The chair, vice chair, secretary, treasurer, past-chair, and directors comprise the local section's Executive Committee. The Executive Committee is charged with:

- Leading and managing the affairs of the local section;
- Functioning as a clearinghouse for new business by reviewing proposals or local section issues prior to being presented at a full meeting;
- Setting clear-cut policies in such areas as authorizing expenditures, programming, membership, and any other matters relating to general local section business.
- Ensuring a successful transition of new officers from year to year including sharing of documents, resources and knowledge necessary for each position.
- Being main point of contact for AIChE Headquarters.

The exact job responsibilities for the local section's officers may vary from local section to local section depending on the culture and climate of each local section, including specifications in membership size and demographics, bylaws, professional composition, location, etc. However, some responsibilities for each position are common enough to all groups, which are included below.

Chair

The local section chair is responsible for the overall direction of the local section's activities. The chair should provide leadership for the local section officers and committee chairs and delegate responsibilities and authority as much as possible to committees such as Membership, Young Professionals, Communications, Awards, etc. The chair is expected to have signature authority for the section bank account, in addition to the Treasurer.

Specific duties of the Chair include:

- Calling and conducting local section meetings
- Preparing local section meeting agendas
- Motivating and encouraging other officers to support and organize activities
- Maintaining frequent communication between the Local Section and AIChE
- Submitting a Local Section Annual Report to AIChE
- Appointing volunteers to the Local Section leadership
- Reviewing the section's financial condition with the treasurer
- Ensuring adequate communication with local members (e.g., newsletter, website)
- Ensuring that someone is responsible for programming with adequate input from the Executive Committee
- Planning and implementing local section programs and services
- Working with the Vice Chair to help set goals for the following year
- Recognizing new members and rewarding local section volunteers
- Transition to the role of Past Chair after Chair term is complete.

Suggested term: 1 years

Vice Chair

The Vice Chair (or Chair-Elect) should be a back up to the Chair. The person who fills this position often serves as the Program Chair (if one is not otherwise assigned) and has the responsibility for planning local section meetings and activities. The Vice Chair should assist the Chair in key leadership duties, lead meetings, host speakers, and fill in for the Chair as needed.

Specific duties of the Vice Chair include:

- Leading meetings and fill in for the Chair as needed
- Assisting Chair in key leadership duties
- Acting as Program Chair if one is not assigned
- Designing goals and agenda for the following year with assistance from other officers
- Executing special projects as deemed necessary by the Chair
- Orienting the new Vice Chair when a successor is elected
- Transition to the role of Chair after Vice Chair term is complete.

Suggested term: Same as Chair

Secretary

Specific duties of the Secretary include:

- Distributing meeting notices
- Keeping the Executive Committee and section meeting notes
- Recording discussions, motions, and votes
- Distributing copies of minutes to the Executive Committee for review and approval, and issue meeting minutes before the next meeting
- Following up on action items from previous meetings
- Maintaining section files, including membership lists
- Maintaining tax-exempt, legal, and incorporation documents
- Communicating with AIChE on section business, including notification of officer information changes as they occur
- Maintain familiarity with the AIChE Constitution and Bylaws, as well as the Section Bylaws
- Orienting the new Secretary and turning over all records when a successor is elected

Suggested term: 1 years

Treasurer

The Treasurer handles local section finances and accounting. Specific duties of the Treasurer include:

- Preparing an annual budget
- Maintaining accurate financial records of income and expenses, including supporting documentation
- Reporting on the section's financial status at monthly meetings or when requested by the Executive Committee
- Managing section bank account and authorized signatories

- Maintaining section financial policies up-to-date
- Filing tax return to the IRS on behalf of the Local Section before May 15 each year
- Preparing and submitting an annual financial report to AIChE before May 31 each year
- Orienting the new Treasurer and turning over all financial records when a successor is elected
- Communicating with AIChE Headquarters any change of bank account information, to ensure ACH direct deposit dues payments can be processed.

Suggested term: 1 years

Directors

Specific duties of Directors include:

- Providing input about section activities and organizational practices
- Chairing specific Local Section committees as needed
- Auditing the Local Section's annual financial report
- Executing special projects as deemed important to the Local Section

Suggested term: 1-3 years

Past-Chair

Specific duties of the Past-Chair include:

- Providing advice to officers by offering insights and comments about section activities and organizational practices
- Chairing the Nominating Committee
- Executing special projects as deemed important to the Local Section

Suggested term: Same as Chair

Responsibilities of other Local Section positions

A list of various possible positions with their respective duties are included below. The need for any of these positions will depend on the size and level of activity of each section. In some cases, the duties listed may be handled by officers or directors. Reporting relationships should be decided by each section as it may seem more appropriate in each case.

Programming Chair

Specific duties include:

- Outline the programming schedule for the year in conjunction with Local Section officers
- Forms committee to help with programming of all Local Section events
- Arranges speakers for all agreed upon topics at meetings
- Arranges food for all meetings, and collect food/admission costs from members
- Coordinates start of year/end of year event
- Updates online calendar of events as available
- Replies to online inquiries about upcoming events
- Processes online registration for upcoming events
- Incorporates AIChE webinars into programming calendar

Webmaster

Specific duties include:

- Create and/or maintain a Local Section webpage
- Update AIChE on any changes to the Local Section website address or information

Newsletter Editor

Specific duties include:

- Collects articles from Local Section officers and other volunteer leaders
- Collects any information from AIChE that should be related to Local Section members
- Compiles all information, as well as any relevant chemical engineering news, and compile a newsletter on a frequency decided by the Executive Committee
- Distributes newsletter email/webpage to Local Section members
- Solicits ads from local companies for newsletter

Young Professionals Chair

Specific duties include:

- Identifies Young Professional members in the local section from the membership lists provided by AIChE Headquarters
- Organizes social events for young professionals in the Local Section
- Organizes continuing education and professional development events for young professionals in the Local Section
- Reaches out to young professionals in local companies to solicit their involvement
- Works with AIChE's Young Professionals Committee to involve young professionals in AIChE activities

- Develops young professional leadership positions in the Local Section to help organize Local Section wide events

Student Chapter Representative

Specific duties include:

- Maintains ongoing relationship with local Student Chapter Advisors
- Establishes communication with local Student Chapter President(s) each academic year
- Communicates student needs to Local Section officers
- Helps organize Ambassador/speaker visits for Student Chapter(s)
- Organizes joint meetings between Local Section and Student Chapter throughout the year
- Invites Student Chapters to attend Local Section meetings, with discounted dinner costs
- Plans Local Section meeting on Student Chapter university campus to encourage student attendance
- Arranges joint Local Section/Student Chapter plant tours
- Arranges a joint meeting of the Local Section and Student Chapter boards to review leadership skills
- Provides ongoing Local Section event updates to students and Student Chapters
- Assist with student applications to any awards or scholarships available through the Local Section
- Hosts a student awards night

Membership Chair

Specific duties include:

- Manages sign up at meetings and provide a welcoming atmosphere for newcomers
- Provides information to recruit new members through Local Section website, responding to all inquiries
- Speaks at companies, organizations to recruit members
- Meets with local company managers and executives to discuss how the involvement of their chemical engineers in the Local Section would benefit their company
- Reaches out to university graduates and new hires who move to the area
- Works with the Young Professional Group chair to involve young chemical engineers
- Reaches out to members who have missed a number of meetings to encourage their involvement
- Organizes membership drives to increase participation
- Communicates with AIChE to receive updated lists of chemical engineers in the Local Section area who should be contacted for potential membership
- Serves as a resource of knowledge of the benefits of membership in AIChE

Fundraising Chair

Specific duties include:

- Set fundraising goals for the year in consultation with the section officers and Programming Chair
- Schedule, plan, execute and evaluate fundraising event(s) for the year

- Organize a committee to assist with fundraising events
- Review requirements for and apply for Project Connect and Program Planning Grants

PR Chair

Specific duties include:

- Contacts local media about Local Section events of interest
- Creates and distribute flyers and emails for upcoming events
- Writes and distributes newsletter to Local Section membership
- Sends updates to AIChE of successful programming

Communications Chair

This position could be a combination of the PR Chair and Newsletter Editor.

Social Chair

Specific duties include:

- Organizes social programming and outings for Local Section
- Help involve new members to make them feel welcome at Local Section meetings

Philanthropy Chair

Specific duties include:

- Organize volunteer opportunities with local non-profits
- Organize volunteer opportunities with local Student Chapter(s)

Historian

Specific duties include:

- Organizes a copy of all meeting minutes, flyers, newsletter and speaker handouts that are produced during the year
- Takes photographs at all events
- Preserves and organizes all files and documents from past years
- Tracks any significant anniversary dates of members or Local Section events/historical occasions for recognition
- Solicits historical information for Student Chapter(s) in area, including award winners

Student Awards/Scholarships Chair

Specific duties include:

- Publicizes all awards/scholarships to Student Chapter(s)
- Ensures funding is in place for current awards/scholarships
- Seeks out sponsors for new awards/scholarships
- Works with Student Chapter Advisor(s) to ascertain award/scholarship winners
- Organizes joint meeting of Local Section and Student Chapter(s) for award presentation, including student work presentation

- Summarizes results of Award night for Local Section newsletter/local media

Symposium Chair

Specific duties include:

- Organizes committee to plan symposium
- Decides on a date for Local Section symposium
- Communicates with nearby Local Section(s) for co-sponsorship of Symposium
- Prepares all marketing materials, include save-the-dates, flyers, blurbs for Local Section newsletter, applications, program description
- Organizes venue, A/V needs of presenters, food, day-of programming guide, and all other logistics
- Processes all registration information
- Recruits, assists and recognizes all presenters
- Coordinates with local Student Chapters to recruit participants and ensure applicable programming
- Executes all symposium programming
- Solicits evaluations from participants
- Compiles evaluations and give recommendations for improvement to Local Section officers for the following year

Facility Tour Coordinator

Specific duties include:

- Communicates with facilities in the area to see which would be amenable to providing a tour to Local Section members
- Organizes marketing and logistics of facility tour, including inclusion on the Local Section calendar, sign-ups and if necessary, transportation
- Coordinates any meal arrangements with facility tour
- Invites participation from local Student Chapter(s)
- Sends thank-you letter after tour to facility organizer

Employment Information Chair

Specific duties include:

- Establishes contact with local company's HR representatives to receive updates of chemical engineering job opportunities
- Distributes employment opportunities to Local Section members
- Encourages Local Section members to use AIChE's CareerEngineer

E-Week Chair

Specific duties include:

- Organizes events for local high school/grade school students that orients them to the field of chemical engineering
- Works with local Student Chapter to organize chemical engineering themed events
- Organizes participation in local community science/engineering event

- Shares program with AIChE

K-12 Chair

Specific duties include:

- Prepares hands-on/interactive presentation about the field of chemical engineering that can be used in grade/high schools
- Communicates with representatives in local schools to arrange for visit/demonstrations
- Communicates with local sections of the Girl Scouts/Boy Scouts/Brownies, etc. to arrange for meeting/demonstrations
- Communicates with local Student Chapter(s) to involve them in meetings/demonstrations

Professional Development Chair/ Continuing Education Chair

Specific duties include:

- Surveys what continuing education sessions would be most useful to Local Section members
- Schedules sessions in conjunction with Local Section meetings
- Offers sessions as standalone seminars or professional development days
- Attempts to run continuing education seminars on local university campuses to encourage student involvement
- Offers PE review classes for those preparing for the exam
- Encourages Local Section members to participate in webinars offered by AIChE

Industrial Liaison

Specific duties include:

- Communicates with managers and executives in local companies to share upcoming Local Section events
- Assesses on a yearly basis what continuing education or programming local managers and executives would find most useful for their employees to receive and share this information with Local Section officers

Government Liaison

Specific duties include:

- Communicates with local government departments for speakers of interest to chemical engineers
- Communicates with local politician's' offices for letter of support for AIChE and speaking engagements at meetings on areas of science and engineering

Associations Liaison

Specific duties include:

- Communicates with other science and engineering associations in the area to organize joint events

AICHE Headquarters Liaison

Specific duties include:

- Communicates on a regular basis with AIChE for membership updates
- Promotes AIChE conference attendance to Local Section members
- Promotes benefits offered from AIChE to Local Section members, including webinars and CareerEngineer
- Completes Local Section annual report if delegated by the Chair

Examples of local section organizational structure

As an example, this document includes sample organizational charts showing reporting structure of three local sections:

- [Chicago Local Section](#)
- [East Tennessee Local Section](#)
- [South Texas Local Section](#)