

SOCIETY OF AUTOMOTIVE ENGINEERS, INC.

MID-MICHIGAN SECTION

DUTIES AND RESPONSIBILITIES MANUAL

January 2001

A
MANUAL
of the
DUTIES AND RESPONSIBILITIES
of
SECTION OFFICERS
and
COMMITTEE DIRECTORS
MID-MICHIGAN SECTION
SOCIETY OF AUTOMOTIVE ENGINEERS, INC.

This manual is intended to supplement the SAE Section Procedure and to define in greater detail the provisions of the Section Procedure as they apply specifically to the actions of the Mid-Michigan Section. This manual should be of help to new officers and committee chairmen in the performance of their duties and to the Governing Board in its conduct of Section Affairs. It should be amended from year to year as experience in its application indicates need for revision. 1955

This manual has been revised to include many of the suggestions made by officers and Committee Chairmen during the past two years. It has been checked for agreement with the Constitution of the SAE and with the newly revised SAE Section Procedure. 1956

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DUTIES AND RESPONSIBILITIES MANUAL

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DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN

INTRODUCTION

The key person of an SAE Organization is its Chairman. **The degree of enthusiasm** with which he conducts his SAE activities, and his ability to inspire the cooperation of the other officers, the committee directors and members, and the Section members, will determine to a large extent the success of the Section activities during his administration.

A. Committee Chairman and Director Appointments

Immediately after his election, the Chairman should, with the agreement of the other section officers, appoint, from members in good standing, his Committee Chairman and Directors for the coming year. In general, the Executive Committee should be completed first; then the entire Executive Committee can collaborate to complete selection of the Governing Board. A special meeting of the Executive Committee should review the final Governing Board.

B. Officiating Responsibilities

The Chairman is the presiding officer at all meetings of the Section, at Governing Board meetings, and Executive Committee meetings.

C. Governing Board Meetings

1. The Chairman in cooperation with the secretary should set a tentative schedule of Governing Board meetings and present to the Governing Board at the "change-over " meeting at the end of the year. Special meetings may be required: however, in all cases the Secretary will be informed to adequately publicize these meetings and to prepare a (preliminary) agenda.
2. The Chairman will call Executive Committee meetings in sufficient number and time to assure efficient Governing Board meetings and execution of items requiring expeditious handling of emergency items. The format of such meetings is dependent on the situation, but should be as orderly as practical with minutes kept for records.

D. Committee Responsibilities

The Chairman is an ex-officio member of all committees and is eventually responsible for the completion of all committee business. He shall, by cooperation with the committee chairman and directors, keep in touch with all committee activities, and facilitate the completion of their tasks. If necessary, he shall, with the consent of the Governing Board, remove an inactive committee chairman or director and appoint his successor.

E. Nominating Committee

At least ninety (90) days prior to the last Section Meeting of the Section Year, the Chairman shall conduct a nomination and election of a Section Nominating Committee at a Section Meeting. It is recommended that the following statement and procedure be used at the Section Meeting.

"SAE International procedures require that we elect a nominating committee during our January SAE Section Meeting. This committee shall consist of five members in good standing and their purpose will be to propose a slate of candidates to serve as officers for upcoming 19XX-XX section year. Members of the nominating committee are not themselves eligible for office. The following slate is recommended:

- Name 1
- Name 2
- Name 3
- Name 4
- Name 5

All members in favor of this proposed nominating committee, please signify by saying, "Aye"... all opposed, "Nay"... The proposed slate has been elected, (or rejected).

Additionally, five or more members in good standing of the section, who are entitled to vote, may constitute themselves as a special nominating committee with the same powers as the elected committee. Any such special nominating committee must bring their slate of candidates to the governing board at least 40 days prior to the last section meeting.

Each year this statement and procedure should be reviewed with the SAE International Sections Procedures Manual for any update.

F. Election Responsibilities

1. If voice vote option is desired by Governing Board, then the Chairman must:
 - a. Receive Governing Board approval to use voice method in January or February.
 - b. Announce fact that voice vote will be used at February or March Section meeting with slate of nominees produced by Nominating Committee.
 - c. Ensure that slate is publicized to membership prior to meeting at which election will occur.
 - d. Conduct voice vote election at April dinner meeting.
- NOTE** Entire voice vote procedure implies that no special nominating committee and its alternative slate of candidates exists.
2. If voice method of election is not used, then at least one week prior to the last Section Meeting of the Section Year, the Chairman shall appoint a Chairman and two additional members of a Committee of Tellers. In the last meeting announcement of the Section Year, he shall report the results of the tabulation of the ballots.

G. Final Reports

The Chairman shall instruct all Committee Chairmen and Directors to prepare and submit a final report of the activities of their committee at the time of the last Governing Board Meeting of the year. At this time, he shall ask for recommendations for revisions to the D and R Manual. This report will be in triplicate, one copy for the new Section Chairman, one for the Secretary, and one for the new Committee Chairman or Director.

H. Donald C. Scoville Memorial Award

The Chairman shall chair and conduct a meeting of the Executive Committee in accordance with the Rules of the Donald C. Scoville Memorial Award to act on any nominations made for this award.

DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the following Section Officers:
 - Chairman
 - Vice Chairman
 - Treasurer
 - Secretary
 - Publications Director
 - Membership Director
 - K-12 Math & Science Chairman
2. The Executive Committee will meet at the call of the Chairman.
3. The Executive Committee's responsibilities are:
 - a. To maintain smooth running of the Governing Board by handling emergency situations and formulating new policy for Governing Board review.
 - b. To review membership of the Governing Board.
 - c. To assist the new Chairman in the selection of a Governing Board.

DUTIES AND RESPONSIBILITIES OF THE NOMINATING COMMITTEE

1. At a business meeting of the Section, at least 90 days before the last regularly scheduled Section Meeting, a Nominating Committee shall be elected. This Committee shall be comprised of five Section members in good standing. Normally the first man elected of the five acts as Chairman of the Committee.

2. The Nominating Committee Chairman shall call a sufficient number of meetings of his committee to select, and obtain the consent to serve if elected, nominees for each of the following Section Officers:
 - Chairman. . . (Member, Associate, Junior, or Honorary)

 - Vice Chairman. .. (Member, Associate, Junior, or Honorary)

 - Secretary. . . (Member, Associate, Junior, or Honorary)

 - Treasurer. . . (Member, Associate, Junior, or Honorary)

 - Publications Director. . (Member, Associate, Junior, or Honorary)

 - Membership Director. . . (Member, Associate, Junior, or Honorary)

 - Student Activities Chairman. . (Member, Associate, Junior, or Honorary)

 - Delegate to National Nominating Committee. . . (Member, or Honorary Member)

 - 1st Alternate to National Nominating Committee. . (Member, or Honorary Member)

 - 2nd Alternate to National Nominating Committee

3. The Nominating Chairman shall present the selected slate of consenting nominees at the March Section meeting.

4. Members of the Nominating Committee may not participate in their own nomination for Section Office.

DUTES AND RESPONSIBILITIES OF THE AUDIT COMMITTEE CHAIRMAN

1. Using the suggestions of the Governing Board, create a committee of consenting members, not to exceed four persons. Report the Committee Roster to the Chairman, Secretary, and Treasurer of the Section.
2. Assist the Treasurer as guardian of the budget. All expenditures reported by the Treasurer should be checked against the adopted Section Budget, and discrepancies reported to the Section Treasurer.
3. Audit the Mid-Michigan Section SAE books at the close of the fiscal year of the Section (approximately fifteen days after the last Governing Board meeting).
4. Work with the Treasurer in preparing a suitable Financial Report for the year, following accepted SAE format. This report, signed by the Audit Committee, is to be reproduced by the Treasurer and distributed by him according to instructions in this manual.
5. Prepare a final report on the committee's accomplishments during the season, including any suggestions for changes in accounting or audit procedures, and for revision of the D and R Manual. One copy should be sent to the new Chairman, one to the new Vice-Chairman, one to the new Secretary, and one to the new Audit Committee Chairman.

DUTIES AND RESPONSIBILITIES OF THE TELLERS COMMITTEE

1. The tellers committee is appointed by the Section Chairman.
2. The Committee is to receive the election ballots, unopened, from the Section Secretary on the day prior to the last Section meeting of the Section Year.
3. The Committee is to open all ballots, count and tabulate the results, and retain all ballots for inspection, if necessary, until after the next Governing Board meeting.
4. The Chairman of the Tellers Committee is to report in writing the results of the tabulation to the Section Chairman at the final Section meeting of the year.

DUTIES AND RESPONSIBILITIES OF FINANCE COMMITTEE CHAIRMAN

The Finance Committee Chairman, with the assistance of the Finance Committee, reviews the Section's short and long term financial operations in a regular, comprehensive manner and guides the Section's financial strategies and decisions in a coordinated manner.

Finance Committee Membership

In addition to the Finance Committee Chairman, the Committee is automatically composed of the current Section Executive Committee and the Section Audit Chairman. Additional Governing Board members may assist the committee in fulfilling its duties.

Financial Aspects Analyzed

The following aspects of the Section's financial operations shall be reviewed by the committee.

1. Performance to budget-income and expense (implies a meeting-by-meeting budget). Actual costs and trends.
2. Sponsorship - amount and assistance required.
3. Cash flow - including timing aspects that pinch cash availability even if budget is maintained.
4. Advertising rates.
5. Investment of reserve funds.
6. Ticket pricing.

Implementation

The Finance Chairman will perform analysis of cash flows based on information obtained from the Section's books. Plotting of these relationships against time is encouraged as shown on the attachment. He/she will survey investment opportunities for the Section's reserve funds and maintain a current "library" of these opportunities for reference.

For planning and review purposes, "Long Term" refers to a three to five year period either in the future or in the past.

Committee Meetings

To ensure timely deliberation and decision making by the committee, two meetings a year is suggested, convened solely for the purposes of Section finances.

First meeting should be convened in November or December to:

- a. Review fiscal progress of first three meetings.
- b. Set advertising rates and ticket prices for coming year.
- c. Make recommendations on cash flow, investments and sponsorships strategies for January Governing Board meeting.

A second meeting is recommended in March or April to:

- a. 'Fine tune' decisions made at November or December meetings.
- b. Make procedural changes in committee operation or Finance Chairman's job.
- c. Final report to Governing Board's Changeover Meeting in May.

Overall

Exact procedures or analysis made depend on the resources obtained. The Finance Chairman should feel free to consult outside business consultants provided that this advice does not bind the Section financially or ethically.

Investment strategies and policies should be consistent with the society's technical non profit character: high risk, non-financial investments are to be avoided. Also, some effort should be made to make investment strategies "public" to Section members and examination should be made to avoid any conflict of interest situations.

**DUTIES AND RESPONSIBILITIES OF
THE GOVERNING BOARD ADVISOR**

1. A Governing Board Advisor is appointed because of long continued service to the Section and a wide acquaintance with members who have been active in the past as well as those who are currently active.
2. Governing Board Advisors should consider themselves sources of suggestions for replacing key people on the Board who must leave unexpectedly through illness, job transfer, or the like.
3. The Governing Board Advisors are expected to prepare and maintain lists of potential candidates for Board positions to meet possible contingencies.
4. Governing Board Advisors should be prepared to critically review proposals for changes in policies or operational procedures in the light of their past experience.
5. It is important that at least one Advisor be present at each Board meeting to offer input for proposals.

**DUTIES AND RESPONSIBILITIES OF
THE REGIONAL COORDINATOR**

- 1 Responsibilities:
 - a. Offer your assistance to Section officers in organizing in accordance with Section Procedure and to promote effective service to local members.
 - b. Convey Section questions and requests to the Sections Board and advise the Sections of the comments or conclusions of the Board.
 - c. Keep Section Governing Boards posted on SAE Policies as they pertain to Sections, Groups, and student activities in their local areas.

2. Duties:
 - a. Visit each assigned Section at least once each year.
 - b. Organize regional officers' conferences where possible, preferably each year on a continuing basis.
 - c. Encourage local Sections to participate in Civic affairs if related to the engineer's role in improving current social or environmental problems.
 - d. Maintain adequate direct contact with the Chairman of the local units and assure them of your availability.
 - e. Pass on new ideas from the Sections Board or from experience of other Sections.
 - f. Report significant results of each visit to the Chairman of the Regional Section Advisors and to the Chairman of the Sections Board.
 - g. Use SAE Staff Headquarters as a source of special material and central clearing house covering information approved by the Sections Board.

3. Term and Scope of Appointment:
 - a. Regional Coordinators, appointed by the Chairman of the Sections Board with confirmation of the Executive Committee, shall serve for a term of three years.
 - b. Regional Coordinators may establish their own committee, assistant, or local organization to effectively carry out their responsibilities.

DUTIES AND RESPONSIBILITIES OF THE VICE CHAIRMAN

1. Assist the Chairman in all operations of the Section. Be acquainted with the agenda of all meetings, attend all Section and Governing Board meetings and be prepared to substitute for the Chairman in an emergency.
2. Become sufficiently familiar with the operating procedures of the Mid-Michigan Section to become fully prepared to assume the Chairman's responsibilities.
3. Make a list (with the Chairman) of sponsors for the upcoming year and contact them two weeks prior to the meeting to find out who will be attending to represent the sponsor.
4. Direct and coordinate the activities of the following committee chairmen:

General Program Chairman
General Arrangements Chairman
Reception Chairman
Ticket Chairman
Golf Outing Chairman
Special Activities Chairman

Act as an ex-officio member of each committee. Attend all pre-meetings if possible (if not have the Chairman attend). Exercise leadership to guide these appointed chairmen as they carry out their assignments to provide meeting programs for the Section year. Work closely at all times with the Section Chairman as well as with other members of the Executive Committee.

5. Assist the Chairman to prepare the agenda, write speech for Chairman based on pre-meeting information (to Chairman 3 days before meeting) to be used by the Chairman at each Section meeting.
6. Assist the Chairman to prepare the agenda for Governing Board meetings. Proper planning will insure that these meetings accomplish a useful purpose without overly lengthy sessions.
7. Monitor Treasurers reports and compare to the past years reports to be sure that the sections finances are normal.

8. In cooperation with the Secretary and Treasurer, form a tentative Governing Board for the following year. In making appointments, carefully consider the operating practices of the various committees. Some of these are set up on a virtual two year basis. In others the Chairman has sought to train a possible successor. Of particular importance is the selection of the General Program Chairman, Advertising Chairman, and Publications Director.
9. Call National in January to reserve a table for 8 at the Honors Convention for Mid-Michigan Section. The Executive Committee should attend plus other designated Governing Board members picked by the Vice Chairman (if possible recruit Sponsors for this expense).
10. Act as chairman of the Earl R. Wilson Sr. "Engineer-of-the-Year" Award Committee. Carry out the procedures for making this award which are outlined in the "Rules of the Earl R. Wilson Sr. 'Engineer-of-the-Year' Award".
11. At the end of the Section year, prepare and submit a report of your office's activities, including suggestions for revising the D and R Manual. Submit one copy to the new Chairman, one to the new Vice Chairman and one to the Secretary.
12. After the Recognition Night meeting, forward the picture and related information of the recipient of the "Engineer-of-the-Year" Award to the Newsletter editor in order to be placed in the September issue of the Newsletter.

DUTIES AND RESPONSIBILITIES GENERAL PROGRAM CHAIRMAN

Section 1

Dinner Meeting Programs

1. Generate a list of potential speakers or speakers that you'd like to have, using the following resources:
 - prior years general program chairman and executive committee
 - current executive committee
 - start with topics you'd like and research to get
 - names of prominent people in that field
 - SAE International's Speakers Directory
 - look for ideas in SAE update articles, newspapers, etc.
 - current Governing Board
2. Prioritize the list of potential speakers and align preferred speakers with specific meeting dates and themes. Typically section meetings are on Monday evenings. Typically there are at least five regular section dinner meetings (not including recognition night, golf outing, or fish fry), occurring between the months of September and March.
3. Obtain Governing Board approval of the program. It is generally the policy of the section not to pay speakers for their presentations (except for complimentary dinner tickets for the speaker and one guest) or for their traveling expenses. However, if an outstanding speaker is available but requires reimbursement of traveling expenses, an exception to the above policy can be made by approval of the Governing Board.
4. (Optional) Phone those you've selected to invite them personally to speak at a meeting and get immediate feedback on whether they are interested or not. This could save time when compared to writing letters and waiting for responses. If there is interest on the potential speakers part, write a letter of invitation as a formal follow up to your phone conversation and mail as soon as possible. (See 5.)

5. Write letters inviting those you've selected to speak at a SAE dinner meeting. The letters should include:
 - suggested topic for presentation
 - proposed date of meeting
 - proposed location of meeting
 - some basic information about Mid-Michigan SAE
 - the theme for the night if there is one (i.e. - family night)
 - proposed length of presentation
 - typical meeting time schedule
 - where you can be reached (address, + phone)
 - thank them for considering speaking to Mid-Michigan SAE
6. Items 1,2,4, and 5 should be completed as early as possible, preferably by mid-August. :Note It may be necessary to begin work on and invite a speaker for the first meeting (usually September) prior to July. It is desirable to have the entire year's meeting programs planned by September or October at the latest, and confirm as early as possible.
7. Upon receiving acceptance to your invitation from a speaker send a letter to him/her including the following:
 - thank them for agreeing to speak to Mid-Michigan SAE
 - any confirmed information, such as meeting date, location, exact times, etc.
 - that you will follow up with all pertinent information as the meeting date approaches
8. Line up a program chairman for each meeting. It is desirable for the program chairman, and speaker to have some association (i.e.- know each other, same company, etc.), also the program chairman and arrangements chairman should be from the same general area if possible.
9. Line up a person to lead the prayer before dinner at each meeting.
10. Work closely with the general arrangements chairman to establish meeting locations.
11. Work with the program chairman and speaker to establish a specific topic/title for the presentation, keeping in mind what would be interesting to the general membership (audience).

12. Obtain a speaker biography and photo, and a program chairman biography and photo for each meeting and submit to the Newsletter Editor by the Newsletter submission deadlines for each issue. Provide a complete years program to the Newsletter Editor as early as possible for publication.
13. Obtain gifts for all speakers and have them at each meeting with a brief thank you note for presentation by the program chairman.
14. Determine what audio/visual equipment the speaker will need and work with the general arrangements chairman and specific meeting arrangements chairman to insure this equipment will be provided.
15. Work with the meeting program chairman to insure that they contact the speaker to develop a proper introduction, and that they know their role at the dinner meeting.
16. Find out if the speaker or program chairman will be bringing a spouse or guest and what their names are. Give the names to the section chairperson so proper dinner arrangements can be made. The program chairman will receive one complimentary ticket and each speaker will receive up to two complimentary tickets (one for himself/herself). The only exception to this rule is family night when the speakers entire family will have tickets provided for them if they choose to come.
17. Two weeks to a month prior to the meeting date send a letter to the speaker confirming all pertinent details.
 - meeting date, place and time
 - meeting schedule
 - directions to the meeting
 - the presentation topic
 - tickets will be available for pickup at the door
 - speaker and up to one guest will have tickets provided
 - what audio/visual equipment will be provided
 - who the program chairman will be
 - details regarding displays or special activities
 - the meetings theme
 - that you can be contacted if there are any question

18. Have a copy of the Newsletter sent to the speaker or give him/her a copy at the meeting.
19. If there are plans to video tape the meeting's program, obtain the speakers permission to video tape their presentation at the dinner meeting. Mail the speaker a sample release form and at the dinner meeting obtain all signatures necessary on the form. The form should be given to the section chairman for filing. A sample release form is attached to the end of the General Program Chairman's section.
20. At the meeting, introduce yourself to the speaker and program chairman and make sure they have everything they need. Let them know that they can contact you for anything. Introduce the speaker and program chairman to other members of the head table. Make sure that meeting reception people can identify the speaker (provide a photo) and have them get you in contact with the speaker when they arrive.
21. Within two weeks after the close of a meeting write formal thank you letters to the speaker(s) and program chairman.

Section 2

General Guidelines

1. Typically in each meeting year there should be scheduled one family night and one women in engineering night. Other possible themes are retirees night, younger members night, Chief Engineers night, etc. Recognition night is the responsibility of the special activities chairman and the golf outing is the responsibility of the golf outing chairman. In addition to the regular dinner meetings and special events already named, you may want to have a members only fish fry with a light program, but mainly as a social event.
2. As general program chairman, delegate as many of the tasks outlined in this listing of duties and responsibilities as you wish. You may choose to form a committee composed of your individual meeting program chairmen and other SAE members to accomplish all the duties and responsibilities outlined in this manual. Many of the tasks outlined here could be delegated to members of such a committee, or simply assign some of the tasks to your individual meeting program chairmen and handle the rest yourself. However you choose to get the job done, the tasks outlined here are ultimately your responsibility. If you choose to form a committee and subsequently have committee meetings, the meeting expenses will be reimbursed after submitting an expense account with all necessary receipts to the section treasurer.

3. Keep a copy of all correspondence and keep accurate records of phone conversations (i.e. - who you talked to, date, what they said, what you said) for reference at later dates. This will make confirming and following up on details at a later date much easier and is a simple way to keep organized.
4. It is a good idea to follow up phone conversations in which commitments were made with a letter confirming what was said.
5. For meetings arranged far in advance, it is a good idea to make periodic contact with the speaker so they don't forget their commitments.

Section 3

Governing Board

1. Provide current program information to the Governing Board on a regular basis.
2. Provide program related information (i.e. - dates, speakers, topics, locations, themes, etc.) to the field editor, newsletter editor, and public relations chairman on a timely basis so they can get advance notice out to SAE International, section members, and the media in time to promote each meeting.
3. Prepare a written final report on all program activities for the last governing board meeting of the year. This same report will be used in preparing the section's year end summary report.
4. Revise the Duties and Responsibilities (D&R) Manual as necessary.

MID-MICHIGAN SAE
Meeting Program Chair Check List

- ___ 00. Identify .a topic/speaker for. the dinner meeting and invite them to give a presentation at the meeting, a task easily done by telephone. Please refer to the D&R Manual General Program Chairman section for more information.
- ___ 0. Upon receiving an acceptance to a speaking invitation send a letter to the speaker thanking them and confirming any known information, such as the meeting date. time, location, topic, etc. This letter may also be a good time to request the information in items 1., 2., 3., 6., and 7. below
- Note: items 00. and 0. may be done in advance by the General Program Chair or another Governing Board Member.
- ___ 1. Work with the speaker to establish a specific title for his presentation.
- ___ 2. Obtain or write a speaker biography and photo of the speaker for use in the "Newsletter."
- ___ 3. Obtain a photo related to the presentation from the speaker for possible use in the "Newsletter".
- ___ 4. Prepare a biography of yourself for possible use in the Program Chairman section of the " Newsletter".
- ___ 5. Submit all items in 1. through 4. above by the "Newsletter" deadline to the Newsletter Editor.
- ___ 6. Find out if the speaker will be bringing a spouse or guest(s) and what their name(s) is (are). Relay this information to the General Program Chair and to the Ticket Chair so arrangements will be made to have the complimentary tickets held at the door of the meeting. It is Section policy to provide for complimentary tickets for the speaker and one guest, although exceptions have been made in the past to allow for two guests or for the speaker's spouse and children if he (she) chooses to bring their whole family. (Note: As Meeting Program Chair you receive one complimentary ticket to the meeting as well
- ___ 7. Determine what audio/visual equipment and/or display space the speaker will need and communicate this information to the General Arrangements Chair.
- ___ 8. About two weeks prior to the meeting confirm all the pertinent details regarding the dinner meeting (including directions to the meeting location) with the speaker either via a letter of phone call. Also verify with the

General Arrangements Chair that arrangements have been made for any A/V equipment or display space needed by the speaker

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Meeting Program Chair Check List Sheet 2 of 2

- _____ 9. At the meeting make sure that the speaker has everything he needs and is comfortable. Introduce the Speaker Prior to his presentation at the dinner meeting
- _____ 10. At the conclusion of the speakers presentation moderate the question and answer session to make sure all the questions are heard and that the program doesn't run too long. Finally thank the speaker and present him with a gift. (Note: the speaker gift has already been obtained and will be brought to the dinner meeting for you to present.)
- _____ 11. Within two weeks after the close of the meeting write a thank you letter to the speaker.

Meeting Date _____

Newsletter Deadline _____

Meeting Location _____

Speakers Name _____

Speakers Address _____

Speaker Contact #'s Phone _____ Fax _____

Presentation Title _____

Speaker Guest(s) _____

Audio/Visual Equip. _____

Display Space _____

Contacts

General Arrangements Chair _____

General Program Chair _____

Ticket Chair _____

Phone #

**DUTIES AND RESPONSIBILITIES OF GENERAL ARRANGEMENTS
CHAIRMAN**

It is the ultimate responsibility of the General Arrangements Chairman (GAC) to ensure that all technical dinner meeting arrangements are established and that the meetings themselves run smoothly. He/she is encouraged to select a Meeting Arrangements Chairman (MAC) for each technical dinner meeting to assist in completing the arrangements. The way the GAC and the MAC correspond and separate responsibilities is up to the GAC. Any required advising will be directed to the Vice Chairman.

The following arrangements are required: (The attached work sheet provides a guideline for these arrangements.)

1. **MEETING LOCATION**--When selecting the meeting location, there are several items to consider:
 - a. Proximity to membership
 - b. Special program requirements, such as video monitors, podiums, displays
 - c. Building/room appearance
 - d. Available meals, snacks, and drinks
 - e. Meal, snack, and drink costs
 - f. Any additional costs (e.g. clean-up charges, room usage fees, taxes, gratuities)
 - g. Seating capacity, including any minimum requirements
 - h. Monetary deposit

Observing historical information for such things as past meeting attendance and meal prices will provide a good benchmark for selecting meeting location.

When selecting the meeting location, it is important to note if and when a final attendance count is required. Any monetary transactions, such as deposits, must be discussed with and completed by the Treasurer. Also, a written agreement must be drafted which details the arrangements. This agreement should be signed by both the GAC/MAC and a representative of the meeting location and contain the details of the arrangements, such as date, times, menu, costs, estimated attendance, allowable attendance deviation, final count due date/time, and any special program arrangements (e.g. audio visual equipment). The attached work sheet can be used as a template for the contract.

2. **MEETING TIME**--The GAC/MAC must work with the Program Chairman to establish the starting times for social hours, meals, etcetera and the duration of the meeting.

3. **MEETING MEAL, SNACK, AND DRINKS**-- Considering costs and the need for variety, the appropriate main entrée(s), salad(s), vegetable(s), and desert(s) must be selected. Also snacks and drinks may be selected for any social hours. Social hours are typically provided during the 45 minutes preceding the beginning of each technical dinner meeting. Again, historical information provides a good benchmark for selecting the meal, snacks and drinks. **Note that any alcoholic drinks are only obtainable at the members' expense: The Section does not pay for alcoholic drinks.**

4. **PROGRAM REQUIREMENTS**--The Program Chairman will have a list of program requirements. For example, a podium and overhead projector may be required. These requirements can typically be fulfilled by making arrangements with a representative of the meeting location. Additionally, a head table for the presenter and his/her family along with the Program Chairman and Section Chairman is typically required. The Program Chairman will also advise of this requirement. Such other items as decorations (including hanging the Mid-Michigan Section banners), a ticket collection table, and lighting will have to be arranged. In cooperation with the Treasurer, the ticket count will have to be checked against the meeting location representative's count and the bill will have to be paid and negotiated if needed.

5. **PUBLICITY**--The GAC/MAC must contact both the Newsletter Editor and the Ticket Chairman to submit the arrangements information in order for the responsible individuals to complete all publicity activities. Meeting location and time must be submitted to both the Ticket Chairman and Newsletter Editor. Included with the information submitted to the Newsletter Editor must be a biographical sketch indicating the meeting location, including parking information.

6. **FINAL ATTENDANCE COUNT**--A final attendance count deadline will be established with the meeting location. Using this information, the GAC/MAC and Ticket Chairman must choose a deadline date and time for ticket sale. The GAC/MAC must then communicate the ticket sales deadline to the Newsletter Editor. Any Capacity restriction must be communicated to the Ticket Chairman and Newsletter Editor as well.

7. **POST-MEETING THANK-YOU**--Following a technical dinner meeting a thank-you letter must be sent to the MAC from the GAC. A thank you letter to the meeting location may also be sent.

Ultimately, the GAC will prepare a final report on the Arrangements accomplishments during the Section year, including any suggestions for revision of the D&R manual. This will not only serve s information for completing the YESS report but will also foster continuous improvement within the Section.

MID-MICHIGAN SAE TECHNICAL MEETING ARRANGEMENTS
WORK SHEET

DATE: (usually 2nd Monday of month)_____

TIME 6:00 pm REFRESHMENTS & SNACKS
6:45 pm DINNER
7:45 pm PROGRAM

FACILITY:

Facility Contact:_____ **Telephone Number**_____

Estimated Attendance:_____ **Final count due by**_____

Room Capacity:_____ **Arrangements Chairman**_____

MENU:

SNACK MENU:

_____ **EST. COST**_____

DRINKS: cash bar for alcoholic drinks; soft drinks
and coffee covered by Mid-Mich. SAE

_____ **EST. COST**_____

DINNER MENU:

_____ **EST. COST**_____

Tax(6%) and Gratuity(16%):_____

Bartender/cashier charges(may be required):_____

Social and Dinner Total Estimated Cost:_____

ARRANGEMENTS NOTES

Audio Visual Requirements: _____ Charges:_____

Display Requirements _____ Charges:_____

Miscellaneous Requirements: _____ Charges:_____

(i.e. deposits, parking arrangements, etc.)

TOTAL EVENT COST ESTIMATE:_____

Final count due by noon.....Reminder

_____ Facility Services Representative Date

Any deposit arrangements to be authorized
by the Treasurer.

General/Meeting Arrangements Chairman

Date

**DUTIES AND RESPONSIBILITIES OF THE MEETING ARRANGEMENTS
CHAIRMAN**

1. As soon as possible after the group meeting of the Meeting Arrangements Chairmen, reserve a meeting place, taking into consideration such factors as:
 - a. Seating capacity
 - b. Adaptability to program
 - c. Cocktails to be served in different area from meal
 - d. Movies and/or slides
 - e. Taped music during cocktail hour, if available
 - f. Availability of speaker Hospitality room, if desired.

Often the meeting location has been previously committed, and it will only be necessary to reconfirm and arrange for above items.

2. Obtain a written commitment for the meeting place. Watch for extra fees, such as union projectionist, union stage hands, union bartenders, parking, coat checking, etc. Refer to budget allowance and, if there are great discrepancies, confer with the General Arrangements Chairman.
3. Solicit and arrange for meeting sponsor(s) as early as possible. Use the suggested sponsors that were indicated at the group meeting of Meeting Arrangements Chairmen. The liability requested of each sponsor should generally not exceed \$800. Have each sponsor give you a letter agreeing to his sponsorship. Send the original copy to the Section Treasurer and a carbon copy to the General Arrangements Chairman. Obtain complimentary tickets for the sponsors from the Ticket Chairman.
4. If canapes are considered, have the caterer figure them into the meal price.

(Note) Current Mid-Michigan SAE by-laws require members to purchase their own alcoholic beverages at dinner meetings and the following is left in only as a guide to past practices.

5. Experience indicates that the best system for serving cocktails at a regular meeting is based upon two drinks per person, using chits printed on the ticket. One hour is usually adequate for cocktails, if one separate bar is used for each seventy-five (75) people. Insist upon a one-ounce shot per drink. Based upon 300 drinks, the following preference may be expected:

45 Martinis

55 Manhattans

50 Scotches

50 Bourbons

100 Blends

Martinis and Manhattans must be pre-mixed. For ladies night, champagne is appropriate and a dinner wine is popular. Our experience indicates that close control of the bars by the arrangements committee members must be maintained. If the caterer does not have a liquor license, purchase the liquor yourself and have the caterer pick it up, or buy by the bottle from the caterer at package store prices. Buy the less expensive brands which run 86 proof. Emphasize the one-ounce per shot requirement to the caterer and give the same instructions to the bartenders yourself. We have found that excessive drink portions are very expensive and the budgeted amount of liquor is depleted too early. Adequate mix should be available for non-drinkers and approximately one case of beer per hundred people (except for golf outing).

6. Arrange for caterer for dinner and cocktails.
 - a. Get separate quotations for dinner and cocktails. Two or three are preferred. Selection should be based on best value within budget limitations.

- b. About one week before the meeting, meet with the caterer and discuss all requirements. There must be a complete understanding between you and the caterer. Confirm this understanding between you and the caterer. Confirm the meeting with a written agreement or confirming letter to the caterer, covering all possible details of the menu, price, tax, gratuities, tentative number of reservations, over-run, under-run, cocktail instructions, number of bars required, glassware, waitresses required, and any other details necessary for a successful and smoothly run meeting.
 - c. Determine the allowable over-run and under-run. Refer to the expected attendance on the budget. These figures have proven to be surprisingly accurate for regular meetings. An accurate account should be obtained from the General Arrangements Chairman approximately four (4) days before the meeting.
 - d. Arrange the serving and clearing schedule to cause as little confusion as possible. Assure a sufficient quantity of waitresses (one waitress per 16 people) to avoid long waiting for food.
 - e. When using the two cocktail chit system, start cocktails at 6:00 p.m. and dinner at 7:00 p.m. The appointment of assistants to watch over the bars for you, will supply you with an opportunity to execute your other duties and yet still enjoy the evening.
 - f. Provide proper glassware for the type of drinks served, condiments, and napkins are included in bar price. Plastic glasses are fine and by far the cheapest.
 - g. Provide an adequate number of cocktail serving locations. One bartender and one serving point must be provided for each 75 people or fraction thereof. Under no circumstances will we provide unattended bars or bowls of cocktails.
7. Watch expenses in the light of your budget. Please alert the General Arrangements Chairman to any significant differences.

8. If required, submit a map showing the location of the meeting to the Newsletter editor, for inclusion in the Program Announcement. Use India ink.
9. Determine if display areas are required, and make such provisions after consulting with the Meeting Program Chairman.
10. Golf Outing Policy: (revised Jan. 2001)
 - a. Mid-Michigan members and student members will be eligible to attend. Sponsor's and their guests will also be eligible.
 - b. When sponsors are permitted to play, allow only the number of tickets set by the Governing Board at this years meeting to be purchased per sponsor. These tickets may be used at the sponsors discretion, (try to get sponsor to have 1 or more Mid-Mich. members in his foursome). Price of Sponsor's tickets should be as set by the Governing Board or provided in return for the sponsorship.
 - c. The amount of golfers permitted to play should attempt to be controlled to 152 maximum. This is 3 hours (7:30 to 10:30) of tee off times on both nines with 10 minutes between foursomes. Extending tee off times can cause problems at lunch and dinner times. The use of a Shotgun start can reduce overall time and may be preferable.
11. Ten days before each Section meeting, meet with the Section Vice Chairman, General Arrangements Chairman, General Program Chairman, Meeting Program Chairman, Reception Chairman, Ticket Chairman and Public Relations Chairman to discuss last minute details, such as:
 - a. Speaker's table seating - usually the following (none at ladies night):
 - (1) Section Chairman and one other Governing Board Member
 - (2) Speaker or speakers
 - (3) Representatives of meeting sponsor
 - (4) Program and Arrangements Chairman

- b. Complimentary tickets for the meeting sponsor (limit of two per sponsor) (See complimentary ticket policy under Ticket Chairman).
 - c. Number of complimentary tickets and for whom. (Refer to complimentary ticket policy under Ticket Chairman)
 - d. Issuance of invitations to local management, etc. to sit at the sponsor's table and/or meet in the speaker's hospitality room prior to the meeting.
12. One week before each meeting, check with Meeting Program Chairmen for Speaker's requirements, such as:
- a. Movies, slides, projectors, pointer, VCR projector and computer (and operator).
 - b. Provide for spare bulbs and extension cords
 - c. Public address system. Consider portable microphone, if speaker needs to turn around to look at screen.
 - d. Blackboard with chalk and eraser, if necessary.
13. One week before each meeting, do the following:
- a. Make place cards for the people at the speaker's table and take to the meeting.
 - b. Call each person to be seated at the head table. Make sure he knows he is to sit at the head table and obtain his consent.
 - c. Start keeping a running count with the General Arrangements Chairman to assure quantity of refreshments, etc.
 - d. Make a chart of head table seating arrangement listing name, company, affiliation and position, and function in SAE. This chart must go to the Chairman so that he can make proper introductions.

14. On Friday afternoon before the meeting, do the following:
 - a. Get attendance count from the General Arrangements Chairman.
 - b. Submit this information to the caterer.

15. On the day of the meeting, do the following:
 - a. Make a last minute personal inspection of the meeting place.
 - b. Test run projection equipment. Provide spare bulbs.
 - c. Try out P.A. system.
 - d. Position the lectern, banner, and place cards. The lectern banner and place cards holders are to be picked up by you at the previous meeting. If you cannot attend, have someone pick them up for you.
 - e. Make arrangements for meal tickets to be picked up. Have caterer do it while serving the meals. With tickets sold at the door and paid this will not be necessary.
 - f. Make arrangements for someone to operate light switches if required.
 - g. Make arrangements for speaker to have a pitcher of ice water.
 - h. Make sure our photographer takes pictures of sponsor(s). This should be coordinated with the Public Relations Chairman.

16. After the meeting, do the following:
 - a. Reconcile the caterer's count against ticket stubs. This should be done by the caterer, the Meeting Arrangements Chairman, and the Ticket Chairman. The caterer will be paid only for those meals for which he had picked up ticket stubs. No meals will be provided for bartenders, stage hands, electricians, projectionists, caterer's help, or any others who are not SAE members or our ticket bearing guests. The caterer must be made to understand this from the start. Make sure this ticket stub count is made right at and after the meeting.

- b. Have caterer submit meal bill to you for your approval and then send the bill on to the Section Treasurer. Send a copy of the bill to the General Arrangements Chairman.
 - c. Have caterer send cocktail bill to you for your approval and then send the bill on to the Section Treasurer. Again, send a copy of the bill to the General Arrangements Chairman. This is not required with present policy of a cash bar only.
 - d. For any out-of-pocket expenses, forward receipt to the Section Treasurer. However, moneys should be obtained from the Treasurer prior to the meeting, if there are anticipated expenses, and the receipt submitted.
 - e. Write thank you letters to all sponsors.
 - f. Submit any suggestions or meeting improvements to the General Arrangements Chairman.
 - g. Provide the Section Secretary and General Arrangements Chairman with copies of all correspondence.
17. Provide the D & R Manual Editor with any suggestions for changes or improvements to the Duties & Responsibilities Manual during the year as they come up.

DUTIES AND RESPONSIBILITIES OF MEMBERSHIP
RECEPTION COMMITTEE CHAIRMAN

1. Appoint 12 members to serve on the Reception Committee (4 from each of the 3 general areas). This Committee will be responsible for hosting all Mid-Michigan Section events in cooperation with the General Arrangement Chairman and the Program Chairman.
2. Provide each member with a Reception Committee Roster with the responsibility for arranging for a substitute and notify the Meeting Captain should a meeting conflict arise.
3. Issue a schedule covering the entire season. Geographical meeting locations should be a major consideration in establishing the assignment roster. Each event will require an assignment of a Meeting Captain plus three members.
4. Provide each Meeting Captain, in conjunction with the General Arrangements Chairman and the Program Chairman, with a Reception Committee Planning Sheet one week prior to the next meeting. A sample sheet is attached. Obtain the proper "Host" badges or ribbons for the entire section year for each committee member plus distinctively colored ribbons for each member of the Executive Committee.
5. The Meeting Captain has the following duties:
 - a. Prepare a list of Meeting Duty Assignments and distribute to assigned and unassigned members one week before the meeting.
 - b. Be on hand 30 minutes before event to confirm assignments with other committee members upon their arrival.
 - c. Confirm timing of Speaker's Table entry and dinner attendance count.
 - e. Assist Arrangements Chairman and Program Chairman as required.

6. The Meeting Hosts have the following duties as assigned by the Meeting Captain. There will be three Lobby and Social Hour Hosts including captain and one Event Host.

a. Lobby and Social Hour Hosts

- (1) Be on hand 30 minutes before each event to welcome members and guests.
- (2) Be familiar with membership requirements and have available applications and brochures.
- (3) Offer directions to check room, rest rooms, etc.
- (4) Be alert for logistics problems.
- (5) Encourage movement to the dining area at the proper time.
- (6) Have event schedules available.
- (7) Select a seat near the entrance to verify late arrivals.

b. Event Hosts

- (1) Station yourselves inside dining area to assist in seating members and guests.
- (2) Assist in holding reserved or special tables.
- (3) Start introductions at tables.
- (4) Select a seat near the entrance to verify late arrivals.

RECEPTION COMMITTEE PLANNING SHEET

DATE: _____ LOCATION _____

ATTENDANCE TARGET: _____

MEETING CAPTAIN _____

MEETING HOSTS _____

ARRANGEMENTS CHAIRMAN: _____

PROGRAM CHAIRMAN: _____

MAIN SPEAKER: _____

SUBJECT: _____

COFFEE SPEAKER: _____

SUBJECT: _____

SPECIAL FEATURES: _____

MEETING FORMAT

SOCIAL HOUR _____ SPONSOR _____

DINNER _____

POST DINNER ACTIVITY _____

TECHNICAL MEETING _____

QUESTIONS AND ANSWERS _____

COMMENTS _____

DUTIES AND RESPONSIBILITIES OF THE TICKET CHAIRMAN

1. Form your committee from members selected so as to adequately cover centers of membership. The Committee should include one ticket salesperson in each major geographic area: Flint, Lansing, and the Tri-city area as a minimum. Report the composition of the committee to the vice chairman and secretary of the section.
2. Optionally, in July or early August, hold a dinner meeting of the Ticket Committee, jointly with the Section Vice Chairman. Outline duties and responsibilities, furnish rosters, forms, and explanation necessary to accomplish the work of the committee. Provide the Section Secretary with minutes of the meeting. Provide a copy of dinner bill to the Section Treasurer for reimbursement.
3. Obtain a cash advance from the Treasurer for petty cash for ticket sales(\$100-\$200).
4. Obtain unused supplies, drawing ticket spool, drawing box, and data files from previous Ticket Chair.
5. For golf outing tickets, order the tickets in early May from Home Printing Co., 2519 Lewis Street, Flint, MI 48506-2364. Phone 810-235-6693, Fax 235-8620 (or equivalent). Typical quantity is 250. Can order tickets over the phone. Correct any changes (like the date). Pickup the invoice with the tickets and submit invoice to Treasurer. Cost in 1999 was \$47.74 plus \$2.87 tax for a total of \$52.62. Deliver all the tickets to the golf outing committee. The golf committee handles all other aspects of handling and distribution
6. Require report of expected meeting attendance from local ticket salesmen, complete with names by noon on Wednesday before a Monday meeting. Call all ticket salesmen if required. Total the count, and transmit this estimated attendance to the General Arrangements Chairman in sufficient time for proper meeting plans and reservations. This will usually be around 1:00 PM on Wednesday before a Monday meeting.
7. Document attendees in the Attendance Database (currently a Microsoft Word document, filename: "Attending 1999-2000.doc")
8. On the day of the meeting (preferred to allow late reservations), prepare to print the name tags by sorting the attendees database by the current meeting attendance reservations, delete all non-attendees, then apply the mail merge function using the Main Document (filename: "labels main labels.doc"). print one set on plain paper to verify labels. Then mail merge using the second Main Document (filename: "labels edge labels.doc"). Reload the just printed labels into the printer's multipurpose tray and print the edge labels. Verify the labels. Load the Avery label stock in the printer's multipurpose tray and print the main labels and edge printing labels again. Use Avery white name badge labels (Avery 5395 or equivalent).

9. Take the following list of items to the meeting. A) petty cash to make change, B) pre-printed name tags, C) Blank name tags for walk-ins, D) black Flair pens for signing blank tags, E) money receipt booklet, F) money envelope, G) drawing ticket spool, and H) drawing ticket collection box.
10. Arrive at the meeting ½ hour early. Set up a “ticket table” at the entrance. Layout the name tags. When attendees arrive, collect money, hand out name tags, document spelling corrections, and hand out drawing tickets. For meetings that require a parking pass, hand out parking passes at this time. After the meeting. Reconcile the ticket sales, turn the money over to the Treasurer, and collect the ticket box.
- 11 Report a summary of ticket sales and money collected, in writing, to the Section Vice Chairman, Secretary, and Treasurer. The preferred method is to update the report (current filename: “Report 1999-2000.xls”) and distribute at the next Governing Board meeting. This report provides past, current, and summary information as well as analysis of attendance trends.
- 12 Follow a policy of refusing credit. All tickets must be paid for with cash or check.
- 13 All ticket sales are to be via advance purchase, but at this time it’s our policy to not turn anyone away. No moneys should be collected prior to the meeting.

If a reserved ticket is not picked up at the ticket table, the person in whose name the ticket was reserved will not be billed for the price of the ticket. The no-shows should be documented in the attendance database to monitor for habitual no-shows. This has not been a problem and at this time no policy exist for handling this situation.

- 14 Follow the complimentary dinner meeting ticket policy as follows:

Mid-Michigan Section SAE

Complimentary Ticket Policy

Established: September 7, 1977

Revised: March 11, 1991

A complimentary dinner meeting ticket will be made available to the following people:

- a. Any meeting sponsor or representative of the sponsor and the spouse. A sponsor is defined as a person or Firm who provides money to cover most of the cost of the pre-dinner canapés, and drinks(see Meeting Arrangements Chairman D&R).

- b. The coffee and dinner speaker and their spouses.
 - c. The Meeting Arrangements Chairman 1 ticket.
 - d. The meeting Program Chairman 1 ticket.
 - e. Any Mid-Michigan SAE member sponsoring a new member and the new member each will receive a chit good for a meeting ticket to any Mid-Michigan technical meeting. This chit will also be good for 1/2 of the price of our Recognition Night (Spring Fling) or the Golf Outing.
 - f. Other complimentary tickets require written approval of an Executive Council Member.
- 15 During the year, prepare written reports for the Governing Board meetings indicating distribution of ticket sales for various meetings. Prepare an annual report for the final Governing Board meeting that summarizes the committee's activities and accomplishments during the section year. Currently using the same report (current filename: "Report 1999-2000.xls") for both functions. Include suggestions for revision of the D & R Manual. Provide copies to the new Section Chairman, the new Vice Chairman, the new Secretary, and the new Ticket Chairman.
- 16 After the last meeting, turn in petty cash advance to the Treasurer.
- 17 Keep unused supplies, drawing ticket spool, drawing box, and data files for the next Ticket Chair.

DUTIES AND RESPONSIBILITIES OF THE SECRETARY

The Secretary is an elective officer chosen by the Section members. The Secretary is a member of the Governing Board and The Executive Committee.

As Secretary, you will do the following:

1. a. Set meeting place, and make dinner arrangements for all Governing Board meetings at the instruction of the Chairman. A tentative meeting schedule for the year should be published prior to the first Governing Board and updated as required. Executive Committee meetings are generally 2-3 weeks before each technical meeting, and Governing Board meetings are 1-2 weeks prior.
- b. Maintain a two (2) year section planning calendar which includes all Executive, Governing and Section Meeting dates, significant section events, ie. newsletter input dates, National Delegate report dates, Nominating Committee reports, etc., and other items as recommended by the Governing Board.
2. Take minutes of all business meetings of the section and of the Governing Board. Send a copy of these minutes to each Section Officer and Governing Board member and the SAE Sections Relations Division.
3. Maintain an up-to-date file (for the current year) of all Governing Board meeting minutes, correspondence, meeting notices, and committee reports.
4. Compile a Governing Board Roster to facilitate the transfer of information between Governing Board members.
5. Return to the National office before the stated deadline the postal card giving information on coming Section meetings to allow publication in the Journal.
6. Be responsible for obtaining sufficient stationery, imprinted with the letterhead adopted by the Governing Board, to supply the needs of the Officers and Committee Director for the current year.

7. Maintain a binder of your correspondence of the current year of the Mid-Michigan Section to be turned over to the Section Historian at the end of the Section year, that shall consist of the following:

- Meeting announcements
- Meeting Minutes
- Meeting attendance reports
- Yearly budget and financial statement
- Listing of the Governing Board members
- Any other Section activity or reports of historical value.

The above record should be added to those of previous years by the Historian and shall comprise the history of the Section. Extraneous material or material of no historical value should be discarded.

8. Compile from the minutes of past Governing Board and business meeting an indexed record of Section Legislation. This record should be kept up-to-date as new legislation is passed. This record should be available at Governing Board meetings, and to the officers of the Section each year. It will serve as a guide for future actions.
9. If a voice vote is not to be used and a mail vote is required the Secretary is to obtain the list of nominees for Section offices from the Section Nominating Committee and from any special nominating committees. (See page 13, "SAE Section Procedure, and section "F" of Chairman's Duties and Responsibilities section".) Print ballots containing the names of consenting nominees and a space for write-in candidates, designating those of the Section Nominating Committee and the special nominating committee, if any. The membership of each Nominating Committee is to appear on the ballot. The format to be used can be obtained from the previous Secretary or from the National Office. Return envelopes shall bear the name of the Secretary of the Section. At least 30 days before the last Section meeting of the year, a ballot and stamped return envelope is to be mailed to each Section member, plus one to the Manager of Sections, Membership and Students, at the National Office. All ballots returned up to three days before the final Section meeting of the year are to be checked against the membership card file. Duplicates and ineligible envelopes are to be discarded. The remaining envelopes are to be delivered, unopened, to the Director of Tellers (appointed by the Section Chairman) on the day before the final Section meeting of the Section year.

10. Distribute the long term service award plaques and pins supplied by International to the respective members at a section meeting or by mail. plaques mailed to the members should be accompanied by a letter of congratulations.
11. Deliver to your successor at the end of the Section year all records, card files, history, and other pertinent data relating to your year of work.
12. Prepare a report on your activities for the year for presentation at the last Governing Board meeting of the year. One copy should be made available to the new Section Chairman, one to the new Section Vice Chairman, and one to the new Secretary.
13. During the section year provide any suggestions for revisions to the Duties & Responsibilities Manual to the D&R Editor.

DUTIES AND RESPONSIBILITIES OF THE PUBLIC RELATIONS CHAIRMAN

1. Select your committee (optional) and report the membership and member assignments to the Governing Board by July 1st. In making your appointments, consider that the Public Relations committee is responsible for informing the general public, the engineering, and the Industrial Community in the Mid-Michigan region of the activities and programs of SAE, both national and local.
2. Select area representative members to provide coverage for the Flint, Lansing, Owosso, Bay City, Saginaw, and Midland areas. Compile a distribution list for meeting announcements and other press releases to include automotive divisions, and local newspapers including the cities listed. This can be completed by reviewing past lists and contacting the divisions and newspapers on the list to confirm that the contacts and press release deadlines are the same.
3. Schedule Organization Meetings with the committee (if you formed one), review the year's activities, plan the tentative year's public relations strategy, This meeting should be in July or August.
4. Prepare a report for the first Governing Board Meeting outlining proposed public relations strategy to use in promoting the year's activities. Distribute the Governing Board's action to Committee members as basis for Section's "Posture" in promoting activities for the year.
5. Preparation and distribution of News Releases:
 - a. Types of releases (listed in order of priority)
 - (1) New officer announcement: Obtain pictures of new officers, and home towns of all Governing Board members; prepare a generalized release that can be "localized" in each major geographical area. This release should be targeted for an approximate August 1st publication.
 - (2) Section meeting announcement: Obtain pictures, biography and topic description (copy of paper is best) on featured speakers from Program Chairman; obtain all other information on presentation, etc. from Program Chairman and Arrangements Chairman. "Engineer of the Year" award coverage is formulated from material obtained from selection committee (usually a separate release). These releases should be targeted for distribution to news media to coincide with deadlines identified above.

- (3) National meeting announcement: Prepare news releases from information obtained from national headquarters on national meetings particularly those in the Mid-Michigan area. Particularly capitalize on local member participation.
 - (4) General information announcements: Prepare news releases on national and local SAE Organization, including activities of other than technical meetings. Opportunities for these releases will come from student activities, tours, science fairs, general engineering innovations, promotion of SAE members, and transfers in and out of the section.
 - b. Preparation of Releases:
 - (1) Study previous years' news releases for desired format and content of news release. Continually check with news media for improvement of release quality and acceptance by the media.
 - (2) The Public Relations Chairman generally prepares a news release; area representatives may then modify it to capitalize on local situations or events.
 - (3) Section Chairman and Vice Chairman must receive copy of all news releases prior to their release date.
6. Collecting "feedback".
 - a. A collection of meaningful news releases should be maintained by the Public Relations Chairman, supplied by area representatives, or Mid-Michigan SAE members. This includes mainly news articles found in local newspapers and division news letters with a record of television and radio announcements if available.
7. Other public relations activities:
 - a. Instruct area representatives to develop personal relationships with news media representatives and other community leaders. News media should be invited to meetings, arranging for complimentary tickets through the Ticket Chairman with the approval of the Vice Chairman.
 - b. Arrange pre-meeting news conferences with noted speakers and news media if need is evident and with approval of the section chairman.

8. Buckle Up Baby Campaign
 - a. Contact SAE headquarters in October to confirm participation in national "Buckle up Baby" campaign.
 - b. Contact area advertising firms to participate in the program. This can be done by reviewing contacts from previous years and contacting the firm directly. Advise the firm that SAE International supplies the actual billboard. Also indicate that this is a public service in an effort to obtain billboard space at no cost to SAE. Confirm participation with written communication. This should be completed in the October or November time frame.
 - c. Supply SAE International with the names and addresses of the advertising firms and the quantity to be sent to each.
 - d. Follow up with advertising firms to confirm receipt of billboards from SAE International. This should be completed in February.
 - e. Supply written "thank-you's" to the advertising firms that participated at no charge to SAE. This should be completed after billboards are hung.
9. During the section year provide any suggestions for Duties & Responsibilities Manual revisions to the D&R Editor.
10. Final Report:

With your committee's help, prepare a final report on the committee's activity during the season. Report copies to be submitted to the new: Chairman, the Vice Chairman, the Secretary, and the Public Relations Chairman.

EDITOR, DUTIES AND RESPONSIBILITIES MANUAL

1. Collate suggested D and R Manual revisions from reports of the previous year's Governing Board. Throughout the section year, obtain from each section officer and committee director, previous section officer, and previous committee director, those suggested revisions in the portion of the D and R Manual which applies to his or her functions.
2. Review the indexed record of section legislation which is maintained and kept up-to-date by the Secretary as new legislation is passed. This record should serve as a basis for revisions in the language and procedures of the D and R Manual.
3. Prepare a report for the Board of Governors listing all proposed D and R Manual revisions. Subsequent to presentation of the report, request disposition of the proposed revisions.
4. In accordance with the Governing Board's decisions, make all necessary revisions in the D and R Manual and distribute a copy to each Section Officer and Committee Director.
5. Supply the new chairman with sufficient copies of the revised D and R Manual to distribute to the new Board of Governors.
6. During the year include any suggestions for revisions to the Duties & Responsibilities Manual in your report per paragraph 3 above.
7. Prepare a report on your activities for the year for presentation at the last Governing Board Meeting of the year. Submit one copy to the new Chairman, one to the new Vice Chairman, one to the new D and R Editor, and one to the new Secretary.

DUTIES AND RESPONSIBILITIES OF SECTION HISTORIAN

1. Form a committee to assist in obtaining and collating information concerning the activities of the Mid-Michigan Section and also in preserving it in archival form so that it may be used as a source of historical information.
2. Coordinate with section officers and other members of the Governing Board to insure that pertinent records of correspondence, meeting minutes, technical and special programs, section legislation, etc. are maintained by the officers and Governing Board members.
3. Provide instructions for the Photographer in conjunction with the Field Editor, Newsletter Editor, and the Public Relations Chairman to insure that adequate pictures are taken for the various publications, bulletin boards and archival records (photo album).
4. Maintain an archival file of records to the extent decided by the Governing Board. Retain only unique and essential records beyond three years. Assume responsibility for proposing alternatives for archival retention or disposal to Governing Board.
5. Maintain a permanent archival file of Governing Board minutes; and also of Chairman reports, Vice Chairman reports, Secretary reports, and Treasurer reports when these reports are important but are not included in the Governing Board minutes.
6. Maintain a file of Duties and Responsibilities Manuals.
7. Maintain the current year section history and keep it up to date.
8. Prepare a poster board with pictures of the Governing Board members for display during the technical meetings.
9. During the section year provide any suggestions for revisions to the Duties & Responsibilities Manual to the D&R Editor.
10. Prepare a report on your activities for the year, for presentation at the last Governing Board meeting of the Year. Submit one copy to the new Chairman, one to the new Vice Chairman, and one to the new Secretary.

**DUTIES AND RESPONSIBILITIES OF SECTION DELEGATE AND
ALTERNATE DELEGATES TO NATIONAL NOMINATING COMMITTEE**

1. In the early fall, hold a joint meeting with the Past Delegate and your Alternate Delegates. Review the experience of the past year, plan the strategy for the coming year, and select a tentative list of nominees for office.
3. As soon as possible in November, contact your approved list of nominees and obtain their consent to being nominated. Complete up-to-date biographical information should be acquired at that time. This should stress past accomplishments and SAE involvement on both national and local levels.
4. About December 1st, complete the information required on each candidate using the format suggested by the National Office. A sample copy of the type of information required is attached. Make 50 copies per candidate for use at the February Nominating Committee meeting. Make sure the dues of the Delegate and the Alternates are paid up well in advance to avoid complications.
5. Attend the National Nominating Committee meeting in February fully prepared to support your candidates. The following considerations are very important:
 - a. Make certain that all needed support material is taken to the meeting.
 - b. Be prepared to spend the entire day reviewing the candidates.
 - c. Participate actively in the deliberations. The meeting is informal, democratic, and responsive to majority (2) Treasurer, and (3) Board of Directors.
 - d. Sufficient copies of the biographical material should be available for distribution.
 - e. Be prepared to make a well-organized and enthusiastically presented presentation on behalf of your candidates.

- f. Before leaving the room, destroy all notes taken during the deliberations and the voting.
 - g. For person to be seriously considered for President, he or she should have Board of Director experience. Therefore, the Section's best opportunity for National office is for a Board of Directors member. Planning towards this initial step enhances the likelihood of success.
6. Prepare a report of your activities as a Delegate with any suggestions for revision of the D and R Manual. Submit this to the Governing Board at its final meeting of the Section year. Furnish one copy to the new Chairman, one to the new Vice Chairman, one to the Secretary, and one to the new Section Delegate and alternate.

Recommendation to 19XX SAE Annual Nominating Committee

Suggested Candidate

For

Elective Office
in Society of Automotive Engineers

By: John Doe
Delegate from Mid-Michigan Section

Name: John Jones

Affiliation: Superior Manufacturing Company

Title: Director of Research and Development

Address: Flint, Michigan

Personal Data Birth date: May 5, 1917

Married

Education: Bachelor Ceramic Engineering
University of Michigan, 1940

M.S. Ceramic Engineering
University of Michigan, 1941

Extracurricular Activities President, American Ceramic Society 1966-1967

Fellow, American Association for the Advancement
of Science

President, Young Peoples Group for Outstanding
High School Students

Member, Flint Chamber of Commerce

Past President, Flint's First Friday Club

Board of Directors, Flint Science Fair

Member, Old Newsboys

Professional Experience

1941 to present	Superior Manufacturing Company Works on materials in general and ceramic materials in particular. Has earned 20 patents in the field of ceramics and metals.
1951-1955	Scientific consultant to the University of Chicago
1955	Elevated to position of Asst. Chief Engineer
1964	Appointed Director of Research
1978	Appointed Director of Research and Development

Other Professional Background

Member, Institute of Ceramic Engineers

Member, American Society for Metals

Member, American Society for Testing Materials

Member, American Chemical Society

Member, American Mineralogical Society

Member, Engineering Society of Detroit

Member, Atomic Energy Commission's Committee on Industrial Information

Holds 20 patents in the field of ceramics and metals. These result from the pioneering work of Mr. Jones which has been responsible for much of the progress in the ceramic field in the past two decades.

Has published papers in the American Ceramic Society Journal and Bulletin.

Professional Awards and Recognition

Special citation by the National Association of Manufacturers for scientific contributions for the betterment of society, 1950.

University of Michigan Distinguished Alumnus Award, 1969

American Ceramic Society, Jeppson Award, 1969

Man of the Year Award, Ceramic Age, 1970

Outstanding Michigan Inventor Award, State Bar of Michigan, 1973

"Engineer of the Year", Earl R. Wilson, Sr. Memorial Award, Mid-Michigan Section SAE, 1975

Liberty Ball Award of State Bar Association, Young Lawyer's Division, 1973

Albert Bleininger Award, American Ceramic Society, 1977

Honorary Member, American Ceramic Society, 1977

Honorary Doctor of Science Degree, University of Michigan, 1978

SAE Experience and Background

Member since 1962

MID-MICHIGAN ACTIVITIES

Chairman of many operating committees of the section
1962-1970

Treasurer - 1970

Secretary - 1971

Chairman - 1972

Vice Chairman - 1973

Governing Board Advisor - 1973 to present

NATIONAL ACTIVITIES

Chairman Membership Committee - 1972

Board of Directors - 1979-1981

DUTIES AND RESPONSIBILITIES OF SPECIAL ACTIVITIES
COMMITTEE CHAIRMAN

1. Form your committee as required by the nature and extent of the activity assigned you by the Governing Board. Your principal function is to organize any special activity which the Governing Board agrees to undertake.
2. Suggest and present to the Governing Board ideas for special activities which will promote and benefit the Mid-Michigan Section of SAE.
3. Act as the Section's representative to the Saginaw Valley Engineering Council.
4. As required by the National Office, make sure that re-affiliation requirements are met each year with any and all organizations with which the Mid-Michigan Section is or becomes affiliated.
5. Attend all Governing Board meetings and report activities verbally and by written report.
6. Utilize existing Section committees such as the Publicity Committee and the Program Committee in carrying out your assigned special activity.
7. Prepare a final report on your Committee's accomplishments during the Section year including suggestions for revisions of the pertinent section in the D and R Manual. Submit one copy to the new Section Chairman, the new Vice Chairman, and the new Secretary.

DUTIES AND RESPONSIBILITIES OF THE TREASURER

The Treasurer is the fiscal officer of the Section. He/she is responsible to the Chairman for the accurate and careful control of the Section funds and with the help of the Audit Committee, guards against accounting discrepancies or adverse financial conditions.

1. After receiving the audited books and funds from the preceding Treasurer, he/she should change the address of record and submit new signature cards for the checking account, having the Chairman, Vice Chairman, and Secretary as cosigners. Preferred signatures are those of the Chairman and the Treasurer; two of the four signatures are required to make a check valid. Savings account, if any, should also have new signature cards and address of record at this time.
2. He/she should, in cooperation with the past Treasurer, prepare a proposed budget for the Section for the coming year. The format for this budget should follow the suggested budget form supplied by the National office. This budget must be submitted to the new Governing Board and/or Executive Board for Approval or modification at its first meeting. After approval, a copy of the adopted budget must be forwarded to the National Office, by August 1st, if possible. Under current SAE rules this can be done by e-mailing a copy to the past chairman, who then e-mails it to the new chairman who then e-mails it to SAE International in Pennsylvania.
3. He/she should obtain from the Ticket Chairman the receipts from ticket sales for each meeting, plus a record of the number of each type of ticket sold.

To safeguard one of the privileges of membership, he/she should call to the attention of the Ticket Chairman, names of non-member individuals who were apparently granted member instead of guest ticket rates or who were sold tickets to a closed meeting.

4. After checking price agreements with the General Arrangements Chairman, and attendance with the Ticket Chairman, he/she should pay the caterer's bill for dinner service, social hour, etc.
5. He/she should pay, when properly authenticated, all bills for Governing Board and Committee dinners when they are authorized by the budget.

6. He/she should pay all properly authenticated bills for service rendered to the Section if they lie within the budget. Unusual or unauthorized bills should be approved by the Chairman before payment.
7. He/she should maintain a file of bills and invoices, with supporting evidence of their validity.
8. He/she should, in cooperation with the Advertising Chairman, prepare and send out invoices for all fees for advertising, etc., due to the Section, and follow up these invoices when necessary.

When billing customers for advertising purchased, the Treasurer can definitely influence the rapport between the Society and those important people, for example by:

- a. Negotiating any controversial items in the customer's favor.
 - b. Expressing appreciation for the service rendered.
 - c. Trying to convey the idea of "non-profit", a service to engineers by increasing their technical background.
9. He/she should prepare a monthly Treasurer's report on forms available from the National office. This report, is sent to the Chairman for his signature. One copy is sent to the National office and each member of the Executive Committee.
 10. He/she should enter all financial transactions in the Section's ledgers, (typically a 3-ring binder type), being careful to identify the accounts properly according to the codes established by the section and the National office. A duplicate of the ledgers entered into a computer spreadsheet program, that is widely available, is recommended for security reasons and ease of reporting the Section's financial status. Substitution of the computer spreadsheet for the written ledger is not recommended for security and auditing reasons. This requirement has been recently eased providing adequate backups of the computer records are kept.
 11. He/she should submit a Treasurer's report at each Governing Board meeting, covering the Section's net worth, the Audit and Budget update and the meetings financial summary.
 12. In general, assuming adequate income is either available or can be secured, he/she should search for ways to spend money so as to contribute constructively to engineers and engineering in our geographic area, such as services to junior colleges, science fair awards, etc.

13. When all bills and receipts from the Section year have been received and paid (15 days after the last Governing Board meeting), he/she should close the books and submit all books and records to the Audit Committee for their scrutiny and approval. Copies of the audited and approved financial report are to be sent to the Section Governing Board and the National office.
14. The Treasurer should cooperate, whenever requested, with the Audit Committee in any check they wish to make into Section financial status.
15. The audited books and funds should be delivered immediately to the next Treasurer at the conclusion of the Audit Committee's year end check.
16. The incumbent Treasurer should assist the new Treasurer by setting up the books and opening entries beyond May 31st consistent with the practices of the preceding fiscal year. Since the Section activities schedule extends well into May, there are many transactions or obligations which are incomplete or in process on May 31st. By setting up the books into June, the incumbent Treasurer will facilitate a smooth transition for the new Treasurer.
17. The incumbent Treasurer should assist the new Treasurer in preparing a budget for the coming year.
18. The Treasurer should prepare a report of suggestions for the revision of this D and R Manual, and submit a copy to the new Chairman, the new Vice Chairman, the new Secretary, and the new Treasurer.
19. The Treasurer is responsible for chairing the Outstanding Younger Member Award Committee. Refer to the award section for specific details.
20. The Treasurer shall issue a report at the beginning of each section year identifying budget line item responsibilities for each Governing Board position. In May near the end of the section year the outgoing Treasurer should solicit an input from the current Board for their anticipated budget needs for the next years budget. This will help generate an accurate budget for the section.

DUTIES AND RESPONSIBILITIES OF THE PUBLICATIONS DIRECTOR

1. Form your committee as early as possible. Get suggestions for candidates from the Chairman and the Governing Board. Compose the committee as follows:
 - Advertising Chairman
 - Field Editor
 - Yearbook Editor (discontinued)
 - Newsletter Editor
2. Hold a committee meeting no later than June 15th, to enable you to:
 - a. Assist your chairmen to establish their own committees.
 - b. Assist your chairmen to establish their timetables and stress the importance of meeting the time schedules.
3. Ask each of your chairmen to meet with his/her predecessor to more completely familiarize themselves with specific duties and responsibilities.
4. Maintain lists of your chairmen's committees and timetables. Follow up with each chairman at least monthly to monitor progress. Provide any guidance and counsel which seems indicated.
5. Require each chairman to prepare a report for each Governing Board meeting. Review these reports in advance of the meeting. Be prepared to report on the progress of your committees at each Governing Board meeting.
6. Provide updates to the Duties and Responsibilities manual for your job during the year to the Editor of the D & R Manual during the section year. Ask each of your chairmen to do the same

DUTIES AND RESPONSIBILITIES OF "NEWSLETTER" EDITOR

1. Form a committee to meet the responsibilities of publishing the Newsletter, and making special mailings as required by the Governing Board.
2. Solicit contributions for the "Newsletter" from the Program Chairman, Arrangements Chairman, and other committee chairmen.
3. Contact the Advertising Chairman for the number and type of advertisements for each issue of the "Newsletter".
4. Make a layout of the "Newsletter" and deliver all necessary information to the printer for the printing of the "Newsletter" and 200 cover sheets, on card stock, with map to be supplied to the ticket chairman, (meeting announcements). Coordinate use of Section Photographer with Section Historian, Public Relations Director, and Field Editor. Whenever possible, use P/C output to provide camera ready pages to the printer(A P/C Scanner has been purchased by Mid-Mich. SAE for this use).
5. Before delivering material to the printer for publication every effort should be made to have another committee member or the Publications Director proofread the draft for correctness of dates, meeting location, map directions, and any other pertinent information.
6. Download the current Mid-Michigan membership listing from SAE International Website, add any local or sponsor names or addresses and check the complete list for errors or missing home addresses. Where home addresses are missing use the work address if given, if neither is listed delete the name from the mailing list. There currently are about 12 names of college sections and others added to the list in the 2000-2001 year. Check with SAE International for latest Website address and password necessary to check and download the membership listing by downloading it to Excel, saving to a .txt file then loading this into an Access file and making the necessary changes and additions.

Or if the Newsletter and Membership Chairmen are not the same you may obtain the list from the Membership Chairman on a floppy disc with the necessary HOME address information for the printer to use, or printed labels as preferred by the printer
7. Maintain a firm time schedule to insure the timely distribution of the "Newsletter" and all other mailings. Publish a memo defining timing dates to the Governing Board and Publisher.

8. Review each invoice from the Printer for correctness and upon approval forward to the Section Treasurer for payment.
9. Obtain quotes for Newsletter printing from various printers to assure the best price possible. Quotes should include the information shown under "Quotation Procedures".
10. Pay 3rd class postal permit fee at the Main Flint Post Office for Non-Profit Organization in December every year. Obtain funds from Mid-Mich. SAE Treasurer (Postmaster will not accept checks without an address imprinted so a personal check may be necessary and then obtain reimbursement from the Treasurer)
11. Register the Editors Home Address with the Main Post Office as Postal Return Address for Newsletter & mailing address for letters from the Post Office. Do this prior to mailing your first Newsletter issue.
12. Maintain Sufficient Funds in the Postage Account at the Main Flint PO. A statement will be sent to the Mid-Mich. SAE return address after each mailing. The PO will not mail without sufficient funds in the account prior to receipt of the copies.

QUOTATION PROCEDURES FOR MID-MICH S.A.E. "NEWSLETTER"

1. Requirements:
 - a. Layout pages - as required.
 - b. Print, assemble, and trim "Newsletter".
 - c. Put on mailing labels(may be done at a mailing firm).
 - d. Deliver members copies to the Post Office.
 - e. Deliver extra copies to the Newsletter Editor or his designated alternate.

2. Quotation to include:
 - a. Layout cost per page.
 - b. Materials and printing cost (quantity 1000 to 2000, typically 1200 pieces as needed for membership mailing plus advertisers and a few extra) .
 1. An 2 page issue.
 2. A 4 " "
 3. A 6 " "
 4. A 8 " "
 5. A 12 " "
 - c. Labeling and delivery costs.
 - d. Lead time required (number of working days) from our delivery of material to printer until layouts are approved by the Newsletter staff, printed and delivered to the Post Office. (Break this down by No. of pages or other important variables which would cause this lead time to vary).
 - e. Cost of Halftones.
 - f. Cost of B&W halftones of printed material.

3. Additional Information

- a. Cover will usually be delivered camera ready.
- b. Advertising should usually be camera ready.
- c. Labels will be in Zip Code order for the Post Office.
- d. Publication Quantity: 1000 to 2000 to be specified by the Newsletter Staff, based on labels supplied and extra's required typically 1200 w/10 percent over by publisher.
- e. Black ink on a different color paper for each issue, or colored ink on white paper.
- f. Seven printings normally: Sept., Oct., Nov., Jan., Mar., April, May.

DUTIES AND RESPONSIBILITIES OF THE ADVERTISING CHAIRMAN

1. Using membership suggestions by the Governing Board, form your committee, attempt to geographically select your committee throughout the Section to further the personal contact with a variety of advertisers. Report your committee roster to the Chairman, Secretary, and the Yearbook Editor (Historian). The committee should be formed prior to June 1st with approximately 15 members.
2. Line-up a ticket advertiser for the year prior to July 15th. Obtain advertising costs from the Ticket Chairman.
3. Furnish the Newsletter Editor with printing material by August 1st or per his/her schedule. Allow one week extra if material is not camera-ready.
4. As soon as program dates and speakers have been determined, line up Newsletter advertisers for each program. Generally 1 to 4 ads are required to cover costs.
5. Be sure and solicit advertising from the company represented by the featured speaker as well as the coffee speaker. Also, solicit ads from meeting sponsor companies. However, obtain approval from the Section Chairman prior to doing so. He or she may also do so.
6. The deadline for ad material to be in your possession will be set by the Newsletter Editor. This material should be relayed to the Newsletter Editor as soon as it is made available.
7. The Newsletter Editor will see that an ample supply of Newsletters are mailed out to each Advertising Committee member each meeting. These are to be used for promotional material in lobbies and to further solicit Newsletter advertising.
8. For Newsletter advertising, mail all original contracts and insertion orders, along with a sufficient quantity of copies of Newsletters to the Section Treasurer as soon as possible after completion of each printing. This should be no later than the date of that meeting.
9. Yearbook **(discontinued)** advertisement solicitations should be started in the spring of the year for the yearbook publication the following fall. This allows an adequate period of time for the Yearbook Editor, plus potential advertisers are approached early in their budget year.

10. Each committee member should be advised to strive for a minimum certain number of ads. He/she will need to send out form letters to at least four times as many companies as he/she is targeting as his/her goal. The total number of ads to be aimed for should be dictated by the financial requirements of the section for the budget year. The Treasurer can advise concerning this requirement. Generally 40-50 yearbook ads are required to cover costs **(yearbook discontinued)**.
11. Follow the following for soliciting advertising for Newsletter or yearbook:
 - a. Contact all potential advertisers by letter, informing them of:
 1. Geographical area covered by publication (yearbook or bulletin).
 2. Who and how many receive the publication.
 3. When or how often the publication is to be issued.
 - b. Send a copy of a previous Newsletter or page of the yearbook with each letter, so that the advertiser will know what he/she is buying.
 - c. Include a rate sheet. In composing the rate sheet, be sure it is clear and leaves no chance for misinterpretations. There should be a separate sheet for the yearbook and the Newsletter. Rates to be provided prior to the previous year's closing to allow sufficient solicitation time. (See #13 below)
 - d. Name the specific advertising representative committee member whom the advertiser should contact. This could be on the rate sheet. Concentrate first on those with the best potential (past advertisers, speaker's firm, meeting sponsors, etc.), and then devote remaining time to the hard-to-get advertisers.
 - e. Try to get written confirmation of all ad material prior to publishing. If this is impractical, write the client a confirming letter of your conversation with him or her, and send a copy to the Treasurer.
 - f. All contacts should be followed up by telephone or in person.
 - g. If timing does not allow for a desired publication date, be sure to "switch" the potential advertiser to a subsequent issue (yearbook or Newsletter).
12. Prepare a final report on the committee's accomplishments during the season and any suggestions for revision of the Duties and Responsibilities Manual. Your copies of the report should be made so one copy can be given to the new Advertising Chairman, and one to the new Secretary.
13. Follow up with the Publications Director prior to the last Executive Committee meeting to insure the next year's rates are set at that time if possible.

DUTIES AND RESPONSIBILITIES OF THE FIELD EDITOR

1. Act as local correspondent of the SAE Journal with the following responsibilities:
 - a. Submit a technical news story with photograph on each Section meeting two months prior to the meeting.
 - b. Forward to the SAE Journal office two copies of each paper presented at each Section meeting.
 - c. Submit personal notes and obituaries on Section members for publication in the Journal.
 - d. Work with Section Historian for Section Photographer in conjunction with the Public Relations Director, and Newsletter Editor.
 - e. Submit pictures covering any phase of Section activity.
 - f. Prepare a final report on accomplishments during the Section year with suggestions for changes in the Duties and Responsibilities Manual. Submit one copy each to the new Section Chairman, new Field Editor, new Vice Chairman, and to the Secretary.

2. Submit a news story to the SAE Journal two months in advance of the meeting so that publication in the SAE Journal is concurrent with the meeting date. The accompanying photographs should show the speaker and/or members in the act of doing something relating to the meeting topic. Reports of past events are not considered newsworthy by the SAE Journal.

The report should be concise and devoted to technical aspects. The first sentence or paragraph should summarize what is developed more fully in the remainder of the story. The names of the speaker and of other persons on the program must be included and must be accurately listed. Routine meetings should be mentioned.

Submit the report in double-spaced draft form with wide margins and accompanied by one carbon copy. Pictures must be fully captioned with name of person and company affiliation. The top left hand corner of each sheet should bear the heading:

SAE JOURNAL
SECTION NEWS

MID-MICHIGAN SECTION
JOHN DOE, FIELD EDITOR
JULY __, 19__

MEETING PLANNED FOR SEPTEMBER __, 19__

(short story with summary sentence)

3. Obtain advance copies of papers to be presented, if at all possible, to accomplish this, write a letter to the speaker explaining to him/her that two copies are to be submitted to the SAE Journal for review and evaluation for possible publication in the SAE Journal or SAE Transactions. Obtain four copies, two will be submitted to the SAE Journal Office, one sent to the Public Relations Chairman for his/her use in contacting various publications for advance publicity, and one copy retained in the Field Editor's file. In some instances, the speaker will not have copies of his/her paper available in sufficient time so they can be obtained before the meeting. However, in almost every case, advance contact with the speaker will at least insure that copies of the paper are available at the meeting.

In discussing papers with the authors, it is helpful to the Field Editor to have the following information concerning the SAE Journal method of handling papers which are submitted:

1. Only those papers approved by the Readers Committee are published in the SAE Transactions. Committee approval usually takes from six weeks to three months since copies of the paper must first be distributed to the proper committee members and their comments tabulated before a decision is reached.
2. An abridgment of each paper submitted appears in the SAE Journal either as a feature or in a technical digest section. The editors of the Journal make this decision entirely independent of the Readers Committee decision on the publication in the Transactions. However, in most instances, the Journal editors have available to them advice obtained from the Readers Committee.

3. Authors usually are not asked to proof-read abridgments of their papers before Journal publication unless the editors have a feeling of insecurity about the accuracy of some part of the abridgment.
4. Authors are usually contacted for illustrations to accompany any feature article presentation when there is any indication that illustrations were used with the paper. It is, therefore, important that whenever possible, copies of the illustrations accompany the paper which is submitted to the Journal Office.

PERSONAL NOTES

Usually any personal note on members of the Section can be submitted at the time the regular news story is sent in. However, if there is a long interval between two meetings, personal notes may be submitted to the Journal Office at any time in order to insure their early publication. All members of the Plant Representative Committee should be encouraged to act as reporters in obtaining information of this nature.

PHOTOGRAPHS

For photographs, the Field Editor will work with the Historian and Photographer for obtaining photographs of the Section's activities, including meetings and special events. Cooperate with the Newsletter Editor, Historian, and Public Relations Chairman for any particular picture shots you or they may require. General pictures are favored in which the people must be identified. All photographs submitted must be glossy prints.

FEATURE ARTICLES

The Field Editor is requested by the National office to write or have written by the Committee Chairmen or Directors, articles describing the methods by which the Section is operated. The Field Editor is responsible for editing these articles and forwarding them to the National office on the agreed schedule.

DUTIES AND RESPONSIBILITIES OF THE PHOTOGRAPHER

1. Working under the direction of the Section Historian cooperate with the Newsletter Editor, Public Relations Director, the Arrangements Chairman and the Program Chairman to determine which photographs are needed for each meeting.
 - a. Provide the Field Editor with 3.5"x 5" glossy prints of pictures of meetings, etc., deemed suitable for use in the SAE Journal.
 - b. Provide the Newsletter Editor, the Public Relations Director, and the Historian with 3.5" x 5", or larger, glossy prints of all pictures ordered.
2. Avoid large-group pictures in favor of smaller groups in which the individuals may be identified.
3. Obtain pictures of the father-son member teams for the SAE Journal (If requested by the Field Editor or Public Relations Director).
4. Obtain pictures of special Section events for the SAE Journal (As requested by the Field Editor).
5. All prints for reproduction purposes are to be 3.5" x 5" glossy (Unless specifically Requested in a larger size).
6. For Section record purposes, prints will be 3.5" x 5", larger only if specifically requested.
7. Submit all bills for materials, developing, reproduction, etc. to the Section Treasurer for payment or reimbursement.
8. The Photographer will be responsible for obtaining an alternate photographer or notifying the Section Historian if he cannot be present at any Mid-Michigan event.
9. During the year submit any suggestions for procedural revisions or additions to the Duties and Responsibilities Manual to the D&R Editor.

DUTIES AND RESPONSIBILITIES OF YEARBOOK EDITOR
(DISCONTINUED, SECTION HISTORIAN TO PROVIDE EQUIVALENT FOR
GOVERNING BOARD MEMBERS AND ARCHIVES)

1. Using membership suggestions from Section Officers and the Governing Board, appoint an Editor-elect (Assistant Editor) and a working committee. Appointment of the Editor-elect should be made with the approval of the new Vice Chairman.
2. Review the yearbook schedule with the Editor-elect as he/she is in effect, accepting a two-year term of office. The Yearbook Editor has the responsibility of publishing and distributing a yearbook approximately May 7th of the section year in which he/she serves. This yearbook covers the section activities over the previous year. The editor is also responsible for recording the section activities during his/her year of service. This material must be reviewed with and submitted to the new editor for publication in the next yearbook. Editorial responsibility thus spans two section years. It is essential that an Editor-elect position be established and that he/she becomes the new Editor to insure continuity.
3. Coordinate use of section photographer with the Public Relations Director, Newsletter Editor, Field Editor, Arrangements Chairman, and Program Chairman.
4. Decide on size, format, probable number of pages for the yearbook, number of books required and distribution date. Binding, paper quality, and cover quality, finish and weight are other factors which determine cost. Review economic factors with the Governing Board.
5. Working with the Advertising Director:
 - a. Determine a realistic goal as to the number of advertisements, based on the previous year's experience as supplied by the VP of Publications.
 - b. Establish an advertising cut-off date. This might normally precede by 6 weeks the date to have all copy to the printer. This allows some cushion to accept late ads.
 - c. Evaluate previous advertising charges, including base ad cost, two or multi-color ads, back cover and inside front cover, which are normally premium ads. Make recommendations to the Governing Board and obtain their approval of the changes.

- d. Maintain a list of committed advertisers, ad position, whether two color, etc., plus any extra costs for making or revising plates which are normally charged to the customer.
 - e. Size of the book determines size of ad. Be sure the Advertising Chairman is aware of proper plate size and that he/she notifies prospects when soliciting space. A policy should be established, based on trade practice, as to who pays subsequent shipping costs if we are asked to forward plates to the next user. This happens 6 to 10 times a year and costs one to three dollars per plate.
6. Secure source approval from advertisers of all plate and layout changes, however minor they may seem.
 7. Using last year's book as a basis, get bids on printing costs from several sources, including previous year's printer, and choose one with Governing Board assistance. Cost for adding or deleting pages should be specified. Complete contact with printer, specifying both the date for receipt of last copy, time allowed for proof-reading and delivery date of finished books. If a new printer is used, be sure to get all prints, cuts, etc., from the previous printer as soon as possible to reduce loss possibility.
 8. Obtain good quality glossy photos of all new Section Officers early in the year to be sure of availability and suitability.
 9. Obtain from the Membership Chairman an accurate list of the Mid-Mich Section Membership roster.
 10. Work with the Advertising Chairman in filling all available advertising space with ads, as needed. The Yearbook Editor is not expected to solicit these ads.
 11. Direct the photographer in cooperation with the Arrangement Chairman and Program Chairman.
 12. Establish procedure with photographer for delivery of glossy photos after each meeting. Identification of subjects in picture, date, and place is a must. Photographer should be responsible for arranging for an alternate photographer or notifying the Yearbook Editor if he cannot be present, regardless of whether his/her absence is pre-planned or of an emergency nature.

13. Select photo engraving shop after comparing costs of shops in your area or in the printer's locale. They will make plates for "head shots", group photos, cover design, special effects, if any, and resize all work chargeable to the Yearbook. Separate billings for the advertisers might be desirable.
14. Complete layout, etc., to whatever extent is necessary to assure printing and mailing. Furnish printer with numerical listing of page by page content. A dummy page for all non-advertisement or non-directory pages should be made. This page should show outline of pictures for size and location, captions, general type of print, etc., before it can be finalized. Generally, competitor's ads are spaced apart from each other and rotation of position of base cost ads is recommended. Two different persons should proof-read proofs, if possible.
15. When books are received from the printer, you may choose to envelope each one and through the Membership Chairman obtain mailing labels, affix postage, etc. A less expensive and less time consuming method of delivery is to package the books in proper numbers for delivery to the larger places of employment. The pre-selected recipients use their own clerical help to write the members' names on the covers and deliver through the interplant mail. Past experience has shown that there is no problem in arranging gratis delivery of pre-packaged books to the larger employers. Books not deliverable in this way are mailed in the normal manner. Deliver one copy of the Yearbook to each Section Member and Applicant. Distribution is to be made approximately on May 7th.
16. Supply two tear sheets of ads to the Treasurer to be sent to the advertiser at the time of billing.
17. Prepare a report of your committee activities for submission to the final Governing Board meeting, plus suggestions for revision to the D and R Manual. One copy is for the new Chairman, one for the new Vice Chairman, one for the Secretary, and one for the new Yearbook Editor, which should be last years associate editor.

DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP DIRECTOR

1. Form your committee early in the Section year. The following committees will be appointed by you and report to you:

Membership (New Member) Chairman
Membership Retention Chairman
Membership Records Chairman
Retiree Involvement Chairman

Get suggestions for candidates from the Chairman and the Governing Board.

2. Hold a committee meeting no later than August 1st to enable you to:
 - a. Assist your chairmen to establish their own committees.
 - b. Assist your chairmen to review their duties and responsibilities as set forth in this manual.
 - c. Finalize a membership campaign so that it can be publicized in the first Newsletter.
3. Ask each of your chairmen to meet with his predecessor to familiarize themselves with specific responsibilities and possible problem areas.
4. Maintain a list of your chairmen's committees and committee members assignments. Provide any guidance and counsel which seems desirable.
5. Provide a Membership Committee report at each Governing Board Meeting including an update from each membership chairmans's area of responsibility.
6. Insure that Louis Bur, or a Mid-Michigan Governing Board Member, present the Louis Bur Award at the annual Honors Convocation Luncheon.
7. Update the Duties and Responsibilities Manual section for your job at the end of the Section year. Ask each of your chairmen to do the same.

DUTIES AND RESPONSIBILITIES OF THE NEW MEMBER
RECRUITMENT & INVOLVEMENT CHAIRMAN

1. Organize your committee with the counsel and approval of the Membership Director. Select the membership so as to encourage continuity of experienced personnel and promote effective geographical, company, and industry representation. Report the composition of your committee to the Membership Director.
2. Early in the Section year, hold a meeting of your committee with the Membership Director. Outline to the committee members their duties and responsibilities and furnish them with copies of the Section Roster, (obtainable from the Membership Records Chairman) application forms, and other aids. SAE headquarters will supply:
 - a. Application blanks and membership literature.
 - b. A monthly newsletter called "Sign-Up".
 - c. A monthly membership report showing the standing of the Section.
 - d. A card listing of potential members being contacted through national membership programs for personal follow-up by the Section.
3. Encourage Plant Representatives and other committee members to review local applications to make certain that:
 - a. They are completed in detail with all questions fully answered and signed.
 - b. They return completed forms to the Membership Chairman so that the Member Meeting Chits for a free Dinner meeting can be issued to the new applicant and sponsor.
4. Review the applications and forward to one of the Area Reps who coordinate these and who will issue the Dinner Meeting Chits, and forward the applications on to Headquarters.
5. Provide names of new Applicants and the Sponsors to the Membership Director for inclusion in any membership campaign drawings to be held.
6. Send letter to new members welcoming them to the Section (after dues have been paid) and forward membership pin.

7. In reviewing Applications the following zipcodes are in the Mid-Michigan Area. For the applicant to be credited to Mid-Michigan Section, he/she must have requested his/her mail in the following ZIP Code areas (or request permanent assignment to Mid-Michigan section):

48003
48400 through 48999,
except 48838 and 48846.

8. Advise the Membership Records Chairman of all new applicants and members in order to add their names to the Section mailing list in advance of SAE Headquarters notification.
10. Work with the National Society Membership Committee and its sections membership committee on membership development.
11. Provide brief membership status reports to the Membership Director for a report at each Board Meeting.
12. Submit a report to the Governing Board on accomplishments during your section year. Provide an update for the Duties and Responsibilities Manual with improvements and procedural changes to the Membership Director.

DUTIES AND RESPONSIBILITIES OF MEMBERSHIP RETENTION
CHAIRMAN

1. Using all available material from the National Membership committee, the Section Membership Director, and the Section Governing Board, create a committee of consenting members to promote membership retention. Report your committee roster to the Section Chairman and Section Secretary. It is suggested that the committee be small in number and represent the typical section member age and occupation range.
2. Throughout the year contact as many members as possible for opinions of the Section Meetings and Section operations, and general membership impressions. Forward these opinions and impressions to the Section Governing Board as recommendations to promote membership retention.
3. Obtain from the Membership Director, a list of all applicants who had their election voided due to lack of dues payment at time of election. Contact these members for the reason for non-payment and encourage them to reapply for membership.
4. Obtain from the Section Secretary a list of the Section Members who are in arrears in dues payments for the current year. Contact these members and attempt to persuade them to retain their membership; solicit from each member who elects to drop his/her membership, the reasons for his/her choice. Remind each member who elects to drop his/her membership that the approved method is a letter of resignation.
5. Report to the Governing Board, at an appropriate time, the results of your retention activities in regard to members who are in arrears in dues payments.
6. Obtain from the Section Secretary at the start of each year a list of those Section Members who were dropped from the membership list. Contact each dropped member for his/her reason or reasons for dropping his/her membership, and urge each dropped member to reinstate his/her membership.
7. The tenure of office of the membership Retention Chairman is two years and runs concurrently with that of the Membership Director.
8. At the final Section Governing Board Meeting, submit a report covering the year's activities, and recommendations for future action. One copy is to be furnished to the new Chairman, one to the new Vice Chairman, one to the new Membership Retention Chairman, and one to the Secretary.
9. Provide any revisions you feel should be made in the Duties & Responsibilities Manual to the Membership Director.

DUTIES AND RESPONSIBILITIES OF RETIREE INVOLVEMENT CHAIRMAN

1. Contact newly retiring members to encourage them to retain SAE membership and participation.
2. Represent the interests of retired members on the Governing Board.

DUTIES AND RESPONSIBILITIES OF THE MEMBERSHIP RECORD
CHAIRMAN

1. Organize your committee of members (if desired) that will encourage continuity of experienced personnel so that effective membership records will be maintained and membership information will be available for section utilization. Report the committee roster to the Section Chairman, Section Secretary and Membership Services Director.
2. Hold a meeting of your committee, if formed, early in the section year to establish committee member duties and responsibilities plus review membership information and procedures.
3. Section membership records are to be maintained on a computer using a data base file such as Enable,D-Base2, or Access (which can sort and classify on any given field. Information should include membership status such as applicant, electee etc.

Membership records are currently obtained from SAE International through their Website and a password is required to access that site. The names are kept by SAE in record data bases based on the section and can be downloaded and used to supply either labels, or a list through e-mail or a floppy disc of the members name, Company, and home address. Where the home address is missing the company address is to be used, if neither are supplied delete the name from the list.

Other names are for Company personnel of meeting sponsors and those in adjacent Sections to keep them aware of our activities for better coordination of activities.

For mailing labels the records should be set up wherever possible to mail to the home address because of the requirements of some GM plants to restrict delivery of "advertising" or "book" mail. Mailing labels must be sorted by zip code. (If supplied to the printer as an ASCII file by e-mail or a floppy disc, most printers now have a program to sort and they can be supplied in alphabetical order if desired).

4. Membership information is to be supplied as follows for various section functions.
 - a. Mailing labels, or membership lists by e-mail or ASCII format on a floppy disc to the Newsletter Editor, or directly to the printer per the Newsletter Editors scheduled mailing dates and sorted by zip code if labels.

- b. New applicant, electees and qualified members should be supplied to the Membership Director as requested.
 - c. Forward delinquent member information (supplied in March) and second notice information (supplied in October) to the Membership Retention Chairman if sent to the Membership Records Chairman.
 - d. Supply roster listing to the Membership Director as desired and with special sorts. This list is to be used for meeting ticket, and membership solicitations.
5. Members outside of the Mid-Michigan Section desiring to be included in this section must submit a written request to the Section Membership Chairman (or directly to National). This request is to be forwarded to the National Headquarters.
6. Submit status reports and an annual report to the Governing Board. Update the D and R Manual section for the Membership Records Chairman if necessary at the end of the section year.

**DUTIES AND RESPONSIBILITIES OF THE
COMPANY REPRESENTATIVE CHAIRMAN**

1. Organize a committee from members selected to adequately cover centers of membership. Representatives should be appointed at every organization employing five or more members. In the case of large corporations a representative should be assigned to each division or facility. It is recommended that ticket sales people act as company reps in units that have them and that specific company reps be appointed in other areas to increase the visibility of SAE and improve service to the membership. Report the composition of the committee to the section membership director.
2. In July, review company representative handout material to ensure an ample supply for the coming year. New company representative material can be ordered through the Promotion Items Request Form included each month in sign-up. (Contact section Membership Director). Put together information kits and procure Company Representative Certificates for New incoming company representatives. Request copy of membership from section Membership Records Chairman, sorted by company, to be distributed to the company representatives. Prior to distribution, review for new companies which may qualify for new company representatives.
3. In early August, hold a joint dinner meeting of the Company Representative Committee and the section Membership Director. Outline duties and responsibilities, furnish company rosters, information kits or supplemental forms, literature, and any new aids which may have been developed. Also, supply section governing board schematic and section meeting chart with periodic updates as they are presented at the governing board meetings. Provide sections secretary with minutes of the meeting. Provide a copy of dinner bill to the section treasurer for reimbursement.
4. For all new incoming company representatives, send a notice to their supervisor an/or top management staff, identifying them as an appointed SAE representative and explain their responsibilities. This notice to be sent under the section chairman and section company representative chairman's signature.
5. Provide the Newsletter Editor with names and mailing address's of the company representatives so that meeting flyers and any other pertinent material can be mailed for posting at the various locations.
6. Periodically, as information becomes available, send information on future meetings and happenings within the section and at SAE International. Any other information which may be deemed useful to the company representative in accomplishing his mission should also be supplied.
7. At the last governing board meeting of the section year, prepare and submit a final report which summarizes the committee's activities and accomplishments. Include

recommendations for revisions to the Duties & Responsibilities Manual. Provide copies to the new section chairman, the section secretary, and the new section membership director.

DUTIES AND RESPONSIBILITIES FOR THE STUDENT ACTIVITIES
CHAIRMAN

1. Early each school year, meet with each student organization. Student officers, Branch or club advisors and sponsors, along with college officials should be invited. The kickoff meeting provides the opportunity of planning activities, establishing membership goals and in general, getting the organization "cranked up". Mid-Michigan program schedules should be distributed.
2. Aid the officers and faculty advisors of the student branches of the SAE at Michigan State University and GMI Engineering & Management Institute and affiliated student clubs in obtaining qualified speakers and arranging interesting programs for the student groups. Student organizations schedule approximately eight meetings each year. These meetings are usually held once a month during the period from Oct. through May and may consist of dinner meetings, speakers, films, or field trips.
3. Acquaint members of the Mid-Michigan Section with student members and their activities. Many of the student activities can prove highly interesting to members of the Society, and presence of members at student branch meetings is appreciated by the students as it gives them an opportunity to meet practicing engineers. The students value such contacts, and it also gives them further indication of the value of membership in the Society after graduation. The Student Director should attend student meetings whenever possible.
4. Insure that members of the student branches at Michigan State University and GMI Engineering & Management Institute and affiliated student clubs are invited to all meetings of the Mid-Michigan Section, with particular emphasis on the meeting following the dinner.
5. Report on activities of the student branches and clubs at Governing Board meetings, and represent student activities at such meetings.
6. Promote friendship among SAE student members. Attempt to acquaint each one with the other's program, and promote attendance at each other's meetings.
7. Represent the Mid-Michigan Section at the Student Committee meeting at the SAE Annual Meeting.
8. Advise the Governing Board in any efforts to promote student interest in SAE and in Mid-Michigan Section meetings.
9. Prepare a list and forward it to the National office of all graduating student members with the firm and locality to which they are going after graduation.

10. Prepare for submission at the final Governing Board meeting a report of your official activities for the year with suggestions for revision of the D and R Manual. One copy each is sent to the new Chairman, Vice Chairman, Secretary, and Student Activities Chairman.

DUTIES AND RESPONSIBILITIES
CONTINUING EDUCATION CHAIRMAN MATH & SCIENCE, K-12

The responsibility of the Chairman Math & Science, K-12 is to encourage, promote and support increased enrollment of young people of all races and sex in educational programs that can lead to accredited degrees in engineering. The target groups are grade levels K-12 in public or private school systems.

The Chairman Math & Science, K-12 is elected by the section members and is a member of the Section governing board.

The Chairman Math & Science, K-12 should form a committee; to assist in establishing procedures and performing the duties of the office. In efforts to increase the number and quality of engineering graduates and to broaden the appeal of the engineering profession, the Chairman Math & Science, K-12 should:

1. Establish communication with local elementary and secondary school educators by meeting with school officials responsible for the math and science curriculum to determine their needs and wishes and by providing all educators and counselors with information and programs concerning the engineering profession which may ultimately stimulate student interest in engineering and technical professions. This includes the delivery and support of SAE International programs such as A World in Motion, SAE scholarships, Project LASER, MATHCOUNTS and VISION 2000 at the local school level.
2. Coordinate the development and SAE member involvement in local programs for grades K-12 through the utilization of your committee, ad-hoc section ;members, and students from the local SAE university clubs and branches. The purpose of these programs is to stimulate interest in engineering and to show what is involved in becoming an engineer. These programs may take many forms such as assemblies, engineering science fairs and the demonstration of vehicles and projects undertaken for the SAE student member design competitions.
3. Coordinate Section involvement in local activities and/or develop programs to be specifically implemented in elementary and secondary schools during National Engineers Week.
4. Serve as the Section contact and coordinator for SAE administered scholarship programs and inform local schools of the availability of these scholarship programs to encourage school administrators and educators to increase the visibility of the rewards for pursuing engineering as a career.

5. Report to the Section Governing Board, periodically and at the end of the program year, on the Section's math and science education activities and results as well as future program plans. Through the Governing Board, keep the Section Board advised of current activities and consult with the Sections Board when necessary.
6. Provide input regarding math and science education activities for the Section annual report (year-end Summary Report) and forward to the Sections Board.

DUTIES AND RESPONSIBILITIES MANUAL

RULES OF

THE EARL R. WILSON, SR.

"ENGINEER OF THE YEAR" AWARD

ARTICLE I: NAME

The official title of the Award shall be the **EARL R. WILSON, SR. MEMORIAL AWARD**, in memory of the first Chairman of the Mid-Michigan Section of the Society of Automotive Engineers. The popular title for the award is "Engineer of the Year".

ARTICLE II: PURPOSE

The purpose of this award is to give recognition and honor to members who have given distinguished service to the automotive engineering profession, to the automotive industry, and to their community: and who, in their lives and careers, have exemplified the aims, ideals, and purposes of the Mid-Michigan Section of the Society of Automotive Engineers.

ARTICLE III: NATURE OF AWARD

1. The Award shall consist of a citation and a suitably engraved plaque bearing the following inscription:

EARL R. WILSON, SR. MEMORIAL AWARD

"ENGINEER OF THE YEAR"

(name of the recipient)

AWARDED FOR -----

ACHIEVEMENT IN HIS PROFESSION

CONTRIBUTION TO ENGINEERING SOCIETIES

SERVICE TO HIS COMMUNITY

PRESENTED

(date)_____

2. Traditionally, a biographical narrative is composed and utilized to make the presentation a surprise to the recipient. This narrative is usually presented to the recipient as a memento.

ARTICLE IV: BASIS FOR AWARD

1. The award shall be made for outstanding contributions to all of the following:
 - a. The Mid-Michigan Section SAE
 - b. The field of engineering
 - c. The community
2. The following are some factors to be considered in determining the contribution of a candidate to the Mid-Michigan Section SAE and to engineering:
 - a. Governing Board activities
 - b. Section committee activities
 - c. National SAE committee activities
 - d. Section meeting attendance
 - e. Speaking engagements at SAE meetings
 - f. Patents and papers published

The above factors are not listed in order of their importance, but are merely to serve as guidelines for consideration.

3. Factors to be considered in determining the contribution of a candidate to the community:
 - a. Science and engineering activities for secondary school students.
 - b. community school programs
 - c. General community service programs and service in local government

4. Two nominees with equal qualifications should be given equal consideration by the Award Committee, regardless of the number of nominations received by the respective nominees.
5. The Award Committee shall select only one recipient per year from the qualified nominees.
6. The award may be withheld in any one year if, in the opinion of the Award Committee, no qualified candidate is in nomination.
7. Selection of the award recipient shall be based on the majority vote of the Award Committee.
8. The findings and decision of the Award Committee shall be final and not subject to review or appeal.

ARTICLE V: ELIGIBILITY

1. The candidate shall be an active member in good standing of the Mid-Michigan Section, Society of Automotive Engineers.
2. All nominations shall be on the form furnished by the Vice Chairman to Section members for this purpose. They should contain a complete statement of the reasons for proposing the candidate, with a record of his/her professional, industrial, and community achievements in sufficient detail to enable the Committee to judge the candidate's qualification for the Award.
3. The Chairman of the Award Committee should arrange for the distribution of nomination forms to the complete Section membership. This distribution should be made no later than December 1st.
4. A sample nomination form is appended to this set of rules.

ENGINEER-OF-YEAR NOMINATION FORM

CANDIDATE _____ Date of Birth _____
Position and Affiliation (include address) _____

Education(Institution, Degrees, and Dates) _____ Professional Recognition (Honorary Degrees, Awards, and Prizes) _____

Engineering Field and Areas of Specialization _____

Outstanding Accomplishments and Contributions (it is essential to include special instances or personal contributions to engineering as well as pioneering new and developing fields of technology) _____

Principle Professional Engineering Society Memberships andActivities (indicate contribution and period of time) _____

Noteworthy Public Services (Boards, Committees, Consultantships) _____

Proposed Citation (should reflect specific contributions as listed above - not more than 15 words) _____

The candidate could be expected to have been and will continue to be an effective contributor to SAE activities because (willingness and availability to contribute to SAE activities refer to motivation, interest, and participation in professional and public service activities) _____

Record of Professional Experience _____

Publications and Patents _____

Registered Engineer _____
Professional Directories in which he is listed _____

Nominated by: _____ Date: _____

References: _____

ARTICLE VII: WORK SCHEDULE FOR AWARD COMMITTEE

1. Selection shall be finalized by March 1st
2. The Section Vice Chairman, who is designated as Award Committee Chairman, should arrange for distribution of nomination forms to Section membership by December 1st.
3. The Award Committee Chairman should form his/her committee by February 1st.
4. All nominations must be submitted to Section Vice Chairman by February 10th.
5. Award Committee should be convened about February 15th.
6. Award Committee should arrange with the Public Relations Chairman for publicity on the award recipient by March 15th.
7. Complete all preparations, including inscription of name and date, on the award plaque by April 1st.
8. Make presentation of Award Plaque and Certificate or narrative on Recognition Night, usually a Saturday night in April.
9. It has been determined that considerable worry and expense can be averted by having the award plaques made up in blank, less the name and date for a period of five or six years in advance all at one time. When only one plaque is left, five or six more should be ordered.

ARTICLE VIII: AWARD COMMITTEE

1. Award Committee shall consist of at least five members of the Mid-Michigan SAE, all of whom shall be in good standing.
2. The Section Vice Chairman is the Award Committee Chairman.

3. The remaining members shall consist of:
 - a. Immediate past chairman
 - b. Governing Board Advisor
 - c. Past recipients of the Award.
4. At least three of the above are required for a qualified quorum.
5. Members of the Award Committee are not eligible for consideration.
6. The Award Committee shall be newly appointed each year.

ARTICLE IX: RECORDS

1. All records of proceedings of the Awards Committee shall be maintained in a confidential file by the Section Vice Chairman.
2. This file shall be passed on to each succeeding Section Vice Chairman.
3. Only the record of the actual Award recipients shall be kept outside of the confidential file by the Section Historian.
4. A continuing file of the names and written nominations of all candidates nominated but not elected to receive the award shall be passed along to the new Section Chairman to be considered in succeeding years.
5. The unsuccessful nominees for the last three years are to be reconsidered by the committee.

ARTICLE X: PRESENTATION

1. Presentation of the award shall be made on Recognition night, traditionally held at the sixth meeting of the normal meeting season.
2. The award will be presented by the Section Chairman or Vice Chairman.

3. It has been traditional to maintain secrecy right up to the actual reading of the Award recipient's biographical narrative. This narrative is usually written in such a way that the recipient is not known until near the end of the reading.
4. It is the responsibility of the Award Committee to arrange for the presence of the Award recipient at the Recognition Night meeting without disclosing the secret.
5. The award shall be received only by the designated recipient personally. The only exception is given in Article V-2.

ARTICLE XI: REVISIONS

1. These rules may be revised from time to time as is found necessary for the smoother operation of the Award Committee.
2. Proposed revisions should be submitted in writing for approval by the Governing Board. These written revisions should be submitted by the Award Committee Chairman.

THE DONALD C. SCOVILLE MEMORIAL AWARD

ARTICLE I: NAME

The official title of the award shall be the DONALD C. SCOVILLE MEMORIAL AWARD FOR EXCELLENCE IN GOVERNING BOARD ACHIEVEMENT. The award is a memorial to the 1971-72 Chairman of the Mid-Michigan Section of the Society of Automotive Engineers, who first suggested this then unnamed award when he was Section Chairman.

ARTICLE II: PURPOSE

1. To establish a memorial to Donald C. Scoville, Chairman Mid-Michigan Section, SAE, in 1971-72. Don passed away shortly after he completed his term of office as Chairman of our Section.
2. To give recognition and honor to members of the Governing Board of the Mid-Michigan Section, SAE, who have given distinguished service to the Section in their Governing Board Functions.
3. To serve as an encouragement to excellence in Governing Board service.

ARTICLE III: NATURE OF AWARD

1. The award shall consist of a plaque bearing the following inscription:

DONALD C. SCOVILLE MEMORIAL AWARD

presented to

(name of recipient)

for excellence in

GOVERNING BOARD ACHIEVEMENT

and

SERVICE TO THE MID-MICHIGAN SECTION, SAE

Presented on (date)

(signature of Chairman), Chairman
Mid-Michigan Section

2. The cost of the award should be roughly equivalent to the cost of the mementos or plaques customarily given to featured speakers at regular section meetings.

ARTICLE IV: BASIS FOR AWARD

1. The award shall be made for outstanding contribution to the Section's image, financial condition, service to members, or Governing Board achievement in the broadest sense.
2. The basis shall be predicated on the achievement of the candidate compared with the performance of other people holding similar jobs. Existing environmental conditions shall be considered.

ARTICLE V: ELIGIBILITY

1. The candidate shall be an active member in good standing of the Mid-Michigan section of the Society of Automotive Engineers.
2. The award shall be made only for performance in a Governing Board capacity, but the candidate need not still be a Governing Board member at the time of receipt of the award.
3. The Section Chairman and the Rest of the Executive Committee are not eligible for this award. The Executive Committee consists of the Chairman, Vice Chairman, Secretary, Treasurer, Membership Director, and Publications Director. (This Section will be reviewed and changed to correspond to current practice from time to time.)
4. The candidates shall be considered in view of excellence in performance during a given current or past Section year or for an accumulation of two or more years service.
5. It is not mandatory that an award be made every year. However, not more than two awards shall be made during any Section year.

ARTICLE VI: NOMINATIONS

1. Nominations may be made by any Governing Board member, or member of the Executive Committee.
2. There shall be no specified form for nominations, however, they shall be in writing addressed to the Section Chairman. The following information shall be included:

- Name of Nominee
- Governing Board Job
- Company Affiliation
- Description of distinguished service for which nomination is made
- Period of time for which nomination is made
- Any additional information to aid the Award Committee in determining a criterion as given in Article IV

ARTICLE VII TIMING OF AWARD

1. Selection(s) shall be finalized by April 1st of the Section year.
2. All nominations shall be submitted to the Section Chairman in time to be considered at the Executive Committee meeting mentioned in Article VIII-2

ARTICLE VIII: AWARD COMMITTEE

1. The Award Committee shall consist of the Executive Committee as detailed in Article V-3.
2. The deliberations of the Award Committee shall be made at a regular meeting of the Executive Committee. This meeting should normally take place in March and be separate from a regular Governing Board Meeting. This meeting shall be timed to meet requirements of Article VII-1.

ARTICLE IX: RECORDS

1. All records of proceedings of the Awards Committee shall be maintained in a confidential file by the Section Chairman.
2. This file shall be passed on to each succeeding Section Chairman.
3. Only the record of the actual award recipients shall be kept outside of the Chairmans's confidential file by the Section Historian.
4. A continuing file of the names and written nominations of all candidates nominated but not elected to receive the award shall be passed along to the new Section Chairman to be considered in succeeding years.

ARTICLE X: PRESENTATION

1. Presentation of the award(s) shall be made on Recognition Night traditionally held at the sixth meeting of the normal meeting season.
2. It is not necessary that the name(s) of the recipient(s) be kept secret prior to making the award, although secrecy may be maintained at the discretion of the current Award Committee.

3. The award may be received by the designated recipient or by his representative at the discretion of the current Award Committee.

OUTSTANDING YOUNGER MEMBER AWARD
OUTSTANDING SENIOR MEMBER AWARD

INTRODUCTION

These two Awards are for the purpose of giving recognition and honor to one of the younger and also to one of the older Engineers in the Mid-Michigan section who have given distinguished service to the automotive and engineering profession, the automotive industry, their community, and who have exemplified the aims, ideals, and purposes of the Mid-Michigan Section of SAE.

1. Nominations may be made by any Mid-Michigan SAE member.
2. For the **younger** member award they must be 36 years of age or less. They also cannot be a current member of the Mid-Michigan executive board.

For the **Senior** member award they must be over 55 years of age.

The persons selected will also be recognized by SAE International and will compete against persons selected from other sections for further honors

3. Nomination forms (suggested format on next page) should be included in Sept., Oct., and Nov. Newsletters.
4. Factors to be used for selecting the OUTSTANDING YOUNGER MEMBER or OUTSTANDING SENIOR MEMBER are listed below, however other factors unique to this section can also be used. Certain minimum standards should be established before any candidate can receive this award.

FACTORS	POINTS
A. Serving as an Elected Officer on Board	5
B. Additional years on Committee	3
C. Serving as a Section Speaker	3
D. Serving as an activity Chairperson	2
E. Publication of a technical paper	2
F. Public Affairs Activities	2
G. Involvement in student activities	2
H. Recruiting new members	2

I.	Panel member at National Meeting	1
J.	Securing publicity for a Section meeting	1
K.	Committee Involvement (Meetings, Arrangements, Etc.)	1
L.	Securing Speaker for a Section Meeting	1

OUTSTANDING YOUNGER MEMBER AWARD

The SAE Mid-Michigan Section is soliciting nominations for the "Outstanding Younger Member Award". And the "Outstanding Senior Member Award". The purpose of these awards are to give recognition and honor to younger and older members who have given distinguished service to the automotive engineering profession, the automotive industry, their community, and who have exemplified the aims, ideals and purposes of the Mid-Michigan Section of the SAE. Nominations may be made by any Mid-Michigan Member. The candidate must be 36 years of age or less for the YOUNGER Award and cannot be a member of the Mid-Michigan Section Executive Committee. The candidate must be over 55 years of age for the SENIOR Award. The recipient will be recognized during our Sections annual Recognition Night and will also be recognized by the National SAE in the Automotive Engineering magazine and the Sections Board Newsletter. Also, three most outstanding YOUNGER Members are selected by the Director's Younger Member Committee from the various section's recipients. These three Outstanding Younger Members are then invited to attend the Section Officers Leadership Development Workshop held annually at SAE Headquarters. The SENIOR member will also be recognized by SAE International. Our Local Mid-Michigan Section officers will be backing our recipients fully to increase his/her chances of receiving these opportunities. Please take the time to nominate a candidate for either of both awards if you think you know someone who is eligible for them .

Section Treasurer

NOMINATIONS FOR MID-MICHIGAN SECTION, SAE
OUTSTANDING YOUNGER MEMBER

Name: _____

Company: _____

Candidates Phone no. (if available) _____

Years of service:

A. On the Governing Board: _____

B. As an elected officer (Executive Committee): _____

C. As an activity chair (meetings, arrangements, etc): _____

D. On various committees (meetings, arrangements, etc): _____

Number of members sponsored: _____

Papers or talks to SAE or other Engineering Societies (titles if available): _____

Patents or other awards: _____

Contributions to the Automotive Arts and Sciences: _____

Community activities: _____

Other comments: _____

Nominated by: _____ Daytime Phone:(____)_____

(self-Nominations allowed)

Send nominations to:

Nominations must be received by: (Current Section Treasurer)

