



**AMERICAN SOCIETY OF CIVIL ENGINEERS
SAN BERNARDINO/RIVERSIDE BRANCH
YOUNGER MEMBER FORUM**



Description of Executive Board Positions

Past President:

The duty of the Past-President shall be to serve as the main liaison between the Forum, the Branch, and the Section. The Past-President will help coordinate the PE Booth and Happy Hour events. **(The president automatically becomes the past-president the following year).**

President:

The President shall be the chief executive officer of the Forum. It shall be his/her duty to preside at all meetings of the Board of Directors and all meetings of the Forum.

President-Elect:

The duty of the President-Elect shall be to assist the President in the performance of his/her administrative duties. The President-Elect shall become intimately familiar with the governing documents of the Forum, Branch, Section, and Society.

Vice-President:

The duty of the Vice-President shall be to assist the President in the performance of his/her executive duties. The Vice-President shall serve as executive officer of the Forum in the absence of the President. The Vice-President shall also be in charge of arranging the meeting times and locations of all Board Meetings.

Secretary:

The duty of the Secretary shall be to take the minutes of all official Forum meetings, to keep the records of the Forum, to conduct the correspondence of the Forum; and to perform such other duties as normally devolve upon the office of the Secretary.

Treasurer:

The duty of the Treasurer shall be to take charge of all finances of the Forum. The Treasurer shall distribute all monies to the Forum's Branches, shall pay all bills as approved by the Board of Directors, and be responsible for the general accounting of the Forum. The treasurer shall keep an accurate record of all expenditures of the Forum and shall, prior to the close of the fiscal year of his/her term, prepare a budget for the upcoming year. In addition, the Treasurer shall perform such other duties as normally devolve upon the office of the Treasurer.

Description of Committee Chair Positions

Activities Chair:

The duty of the Activities Chair shall be to coordinate social, networking, and teambuilding activities. These events may include Hockey Night, Bowling, Happy Hours, Hiking Trips and other joint social events with other YMFs.

Historian:

The duty of the Historian shall be to take photographs at YMF events and organize all documents into a file to be presented at the end of the year.

Recruiting Officer:

The duty of the Recruiting Officer shall be to help in the effort of recruiting new YMF members and shall possess a personality that is friendly and outgoing. An example of the recruiting would be passing out flyers to prospective members at branch meetings and also attending the PE Booth events held throughout the year.

Practitioner Advisor (2 Positions):

The duty of the Practitioner Advisor shall be to provide the ASCE Student Chapter at Cal Poly Pomona and Cal Baptist University with guidance and serve as a liaison between the students and the

professional members of the Society. The Practitioner Advisors will organize all YMF/Student Chapter events, such as, paintball, softball, and also manage the YMF Scholarship.

Technical Tour Advisor:

The duty of the Technical Tour Advisor shall be to organize technical tours for YMF members in regard to place and time. The Technical Tour advisor will try to organize a technical tour for each civil engineering discipline (e.g. transportation, structural, water resources, geotechnical, construction, etc).

Newsletter Editor:

The duty of the Newsletter Editor shall be to write at least one article per month on YMF activities to be submitted to the Branch or LA Section YMF newsletters.

Fundraising Coordinator:

The duty of the Fundraising Coordinator shall be to plan and organize various events to raise money for the YMF organization. This will involve working with other members and delegating responsibilities in order to accomplish the goals set by the Board of Directors.

Community Service Coordinator:

The duty of the Community Service Coordinator shall be to plan and organize several volunteer services that the YMF organization could provide for the general public, such as the annual event held at Ronald McDonald House in the Loma Linda Hospital. This will involve working with various local agencies or organizations as the lead contact for our group in order to plan the service requirements as well as delegating responsibilities for the volunteers.

K-12 Student Outreach Coordinator:

The duty of the K-12 Student Outreach Coordinator shall be to organize several outreach events for the YMF organization, such as the AVID High School presentations. This will involve communicating with local schools and providing the volunteering members with details for the outreach event.