

## ***Special Election Newsletter***

**We welcome you to consider being a Board member of your local ASCE Section!**

As the August election nears, we're still looking for candidates for a couple positions. We realize that serving on the Board may seem intimidating, and wanted to share some of the duties and time commitments. Likely not as much as you might think.

The Board meets once a month at a local restaurant for appetizers and coffee (TBD, lately the downtown Perkins), typically the Monday prior to the general Section meeting. Meetings generally run from 5 to 6 PM, and cover a variety of topics including budget review, Section meetings, Younger Member and student chapter coordination, and continuing education. It's fairly casual, and a great opportunity for fellowship and industry conversation. Board members have opportunities to travel to regional and national ASCE meetings, in the past this has included Los Angeles, Las Vegas, even Zion National Park! We never want anyone to be overwhelmed, so the intent is for duties to be evenly spread. Please read on, open positions are highlighted:

### **Board Member Descriptions and openings, 2018-2019**

#### **President - Ryan Brodwater (Spokane Transit Authority)**

Previous years' President-Elect, 1-year term.

Per Constitution: *The President shall have general supervision of the affairs of the Section and shall delegate duties to Section Officers and Directors. The President shall preside at meetings of the Section and Board.*

Typical Duties: *Running meetings, some coordination with National ASCE, and attend yearly leadership conference.*

Time Commitment: 6 hours a month.

#### **President-Elect – Ray Koberstine (RC Worst)**

Previous years' Vice President, 1-year term.

Per Constitution: *The President-Elect shall preside at meetings in the absence of the President and shall assume duties as delegated by the President.*

Typical Duties: *Programming for Section Meetings, monthly newsletter, and attend yearly leadership conference.*

Time Commitment: 4 hours a month.

#### **Vice President – OPEN**

Elected Position, 1-year term.

Per Constitution: *The Vice President shall attend meetings of the Board and assume all other duties as delegated by the President.*

Typical Duties: *Schedule Section meeting venues, meeting greeter*

Time Commitment: 3 hours a month.

#### **Secretary – OPEN**

Elected Position, 1-year term.

Per Constitution: *The Secretary shall attend meetings of the Board and keep the records of meetings of the Section, and shall submit the Annual Report of the Section. The Secretary shall also assume other duties as delegated by the President.*

Typical Duties: *Keeping Board meeting minutes, Annual Report.*

Time Commitment: 4 hours a month.

### **Treasurer – Sam Mineer (J-U-B Engineers)**

Elected Position, 1-year term. *(Sam is willing to hold office, but is open to challenge).*

Per Constitution: *The Treasurer shall attend meetings of the Board. The Treasurer shall be responsible for the maintenance and disbursement of all funds. The Treasurer shall prepare monthly reports on the financial condition of the Section shall maintain the membership roster authenticating all paid dues with the Society. The Treasurer shall prepare and maintain the Section's annual budget and be responsible for submission of the Section's annual tax return. Prior to the end of the Treasurer's term, a proposed budget for the following fiscal year shall be prepared by the Treasurer and approved by the Board.*

Typical Duties: *Maintain budget spreadsheet (using Section template), manage Section bank accounts, and disburse checks.*

Time Commitment: 4 hours a month.

### **Past President – Bill Meeks (WSDOT)**

Prior Years' President, 1-year term.

Per Constitution: *The Past President shall attend meetings of the Board and shall assume other duties as delegated by the President.*

Typical Duties: *Advisor to Board discussion and decisions.*

Time Commitment: 3 hours a month.

### **Elected Director 1 – Mark Muszynski (Gonzaga University)**

Elected Position, 2-year term

Per Constitution: *Elected Directors shall perform duties as assigned by the President or the Board. Such duties may include assisting other Board members when requested, leading task committees when assigned, and chairing Standing Committees when assigned.*

Typical Duties: *As needed.*

Time Commitment: 3 hours a month.

### **Elected Director 2 – OPEN**

Same as Elected Director 1.

### **Appointed Directors**

Travis Morrison (WSDOT) – Younger Member Forum

### **Webmaster**

This isn't an official position within our Constitution, and is a minimal time commitment. If this is something you're good at (or are interested in learning), let us know!

It's important for any professional organization to have energetic, engaged members interested in furthering the industry through collaboration, education, and peer support. It's also looks great on a resume that you're engaged in your work community. Like what we've been doing? Be a part of it! Have ideas on how we can do it better? Come on in, we'd love to hear it! The Section is only as good as we make it, so we encourage members to volunteer and contribute towards its success. And this isn't just limited to being a Board member, consider other opportunities like presenting a project at a Section Meeting or helping out with the upcoming Regional Conference in September. Thanks! -Your Inland Empire ASCE Board