**NSPE-MO** ® **ST. LOUIS CHAPTER**
MISSOURI SOCIETY OF
PROFESSIONAL ENGINEERS

# St. Louis Chapter

# Leadership Manual

## 2019-2020 *edition*

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Updated annually by the President-Elect in preparation of becoming President.

## Contents

## *Introduction*

The St. Louis Chapter was chartered on March 7, 1947 and is one of ten chapters in the Missouri Society of Professional Engineers (MSPE) as shown in Figure 1. There are over 535 chapters in the National organization (NSPE). Historically, the St. Louis Chapter has been one of the most vibrant chapters in NSPE, which is most fitting considering the rich history of Professional Engineering in St. Louis.  The St. Louis Chapter also has an Education Foundation.



**Figure 1 - Boundaries shown of each of ten (10) MSPE chapters.  Photo taken from mspe.org.**

The St. Louis Chapter Area encompasses the City of St. Louis and the counties of St. Louis, Franklin, Jefferson, St. Charles and Lincoln. Consisting of nearly 400 members, the Chapter represents engineers of all disciplines and practice areas. In addition to promoting registration of engineers, the Chapter takes an active role in other key issues that impact the profession of engineering, including education, legislation, community affairs, and professional development.

The St. Louis Chapter is proud of its tradition of serving the engineering and business community of the St. Louis area. The purpose of this Leadership Manual is to keep this tradition alive by providing an overview of current Chapter positions, programs, and services to Chapter leaders, with the hope of assisting those volunteers that graciously serve our Chapter and Profession.

## *Background*

While the Chapter operations and membership is an all-volunteer organization, the MSPE and NSPE organizations have employees on staff that are prepared to assist the Chapter's operation.  Most of the support for the Chapter can be obtained from the MSPE office, either by phone or email.  A list of helpful references is located in Table 1.

**Table 1 - Contact information for both MSPE and NSPE staff support.**

**Missouri Society of Professional Engineers (MSPE)**

200 E. McCarty Street, Suite 200

Jefferson City, MO  65101-3113

Phone: (573) 636-4861

FAX:  (573) 636-5475

http://www.mspe.org


Contacts

Stacey Meyer, Director of Membership smeyer@mspe.org

Travis Lowe, Executive Director travis@gachesbraden.com


**National Society of Professional Engineers (NSPE)**

1420 King Street

Alexandria, VA 22314

Phone:  (703) 684-2800

http://www.nspe.org


Contact

Bob Becnel, Missouri House of Delegate Member


Typically, MSPE Board of Directors meetings and other events are held in Jefferson City at the MSPE Headquarters Building.  The travel time from downtown St. Louis is approximately 2 hours without traffic to the MSPE Building. The building as shown in Figure 2 is owned by the MSPE Educational Foundation and is a resource available to all members including conference room, telephone, and broadband access.  The staff is always receptive to fellow members that are in the Jefferson City area and want to visit the MSPE Building.

**Figure 2 - The MSPE Headquarters building located in Jefferson City.  (Photo courtesy of mspe.org)**

Locally, most of the Chapter events and functions are hosted by the The Engineering Center of St. Louis of which the Chapter is an affiliate organization. The Center is located in the Central West End and has often been the location of the Board of Directors meetings and other activities.  Board of Director Meetings are open to all members and held monthly.  Meetings are not held during the summer.  Information pertaining to the Club is shown in Table 2.  The Engineering Center of St. Louis has just recently been renovated as a result of a capital campaign.

**Table 2 - Location and contact information for the Engineering Center of St. Louis.**

**The Engineering Center of St. Louis**
4359 Lindell Blvd
St. Louis, MO  63108
Phone: (314) 533-9336
https://www.engineeringcenter.org/

Contact
Gina Falvey, gina@engineersclub.net

## *Mission Statements of the Chapter, State, and National Organization*

### St Louis Chapter and Education Foundation Mission Statement

The objectives of the Chapter, which is stated as Bylaw 2 of the Chapter's Bylaws, is as follows:

> *The objectives of the Chapter shall be in harmony with and support those of the State Society and shall be to:*
> a) *Promote the ethical, competent and professional practice of engineering;*
> b) *Promote membership in MSPE and NSPE;*
> c) *Cultivate public appreciation for the work of the Professional Engineer;*
> d) *Represent the engineering profession in legislative matters in the interests of the state and the Profession;*
> e) *Assist young people in obtaining reliable information concerning the profession of engineering.*
> f) *Promote community service provided such services does not conflict with the ethical and legal practice of professional engineering or with State Good Samaritan laws;*
> g) *Work to expand Licensure Laws to include new technologies that have a direct impact of the health, safety and welfare of the residents of the State.*

The general purposes of the Education Foundation, which is stated in Section I, of the Education Foundation's By-Laws is as follows:

> *To receive and maintain a fund or funds of real or personal property, or both, and, subject to the restrictions and limitations hereinafter set forth, to use and apply the whole or any part of the income there from and the principal thereof exclusively for educational and charitable purposes either directly or by contributions to organizations described in Section 50 1(c)(3), and exempt from taxation under Section 501(a), of the Internal Revenue Code, as now in force or afterwards amended.*

### MSPE Mission Statement

- Promote professional engineering.
- Protect the licensure process.

### NSPE Mission Statement

NSPE, in partnership with the State Societies, is the organization of licensed Professional Engineers (PEs) and Engineer Interns (EIs).

NSPE, in partnership with the State Societies,
- Serves as the recognized and authoritative expert in licensure, ethics, and professional practice;
- Promotes licensure and assists individuals in becoming licensed; and
- Protects and enhances the value of licensure and the opportunities for the licensed engineer.

## *Chapter Structure*

The St. Louis Chapter is organized as follows: The Executive Committee consists of the President, President Elect, Treasurer, and Secretary. The full Board of Directors (with voting rights) consists of the Executive Committee, the one (1) State Director (State Director gets 3 votes on State Matters)[1] and the six (6) Chapter Directors. Additionally, the two (2) Past Presidents and any current State MSPE Executive Committee members are considered voting members of the St. Louis Chapter Board of Directors.  At the discretion of the Chapter President, the guidance of the Chapter Departments carry out the Chapter's mission.

Each Director (State and Chapter) is responsible for managing the work of the departments within the Chapter. This responsibility includes staffing the committee chair positions and providing guidance and encouragement to the chairperson throughout the year.

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[1] The State Director quantities are governed by the MSPE Bylaws, Article V, Section 3 (Rev June 14, 2016).  The total is based on a calculation performed on the Chapter members on April 1 each year.

## *Duties of the Officers and Directors*

### President

The Chapter President shall preside at all meetings of the Chapter and Education Foundation; shall be Chairman of the Board of Directors; shall be Chairman of the Executive Committee, and be and ex officio member, without vote, of all committees except the Nominating Committee.

The President of the chapter is responsible of understanding the membership's needs/wants and to drive the organization to bring value to membership, community, and the organization at large. To fulfill this mission the President should complete a Strategic Plan for his term. Strategic Planning must be done very early in the year so that a plan can be developed and executed during the President's term. The Vice President should be involved to help execute the plan and to carry-on the plan (as applicable) into the next fiscal year.

### President-Elect

The President Elect shall assist the President in the performance of duties of his office, and in the temporary absence or inability of the President, shall act as President and perform the duties for the time being. Chair the By-laws Committee.

### Treasurer

The Treasurer shall collect, record, bank and account for all dues and monies of the Chapter and Education Foundation, and shall make such disbursements as are authorized by the Executive Committee. At the end of the administrative year, the Treasurer shall prepare a statement of receipts and disbursements, prepare the IRS and Missouri tax returns, and submit the books and records to the Finance Committee; at the expiration of his or her term of office, the Treasurer shall turn over to his or her successor all Chapter monies, records and documents, taking receipt therefore.

### Secretary

The Secretary shall record and preserve minutes of all meetings; shall maintain a list of all members in good standing; shall keep all Chapter and Education Foundation documents which come to him or her officially; shall sign all documents requiring signature; shall handle all Chapter correspondence and keep a file of all Chapter correspondence. In the temporary absence or inability of the President, the President Elect, the Secretary shall call meetings to order, and call for a motion to elect a Chair pro tem. Chair the Historical Committee.

### Chapter Directors

Chapter Directors shall attend all regular and other authorized meetings of the Chapter Board of Directors as a voting member of the Board of Directors. They shall represent the Chapter and perform any other duties assigned by the

President.  Typically, a Chapter Director is assigned the role of a Department Chair as designated by the President.

There are six (6) Chapter Directors that make up the Board of Directors.  Pairs of Chapter Directors are elected annually for 3-year terms.

## State Directors

State Directors shall attend all regular and other authorized meeting of the Chapter Board of Directors as a voting member of the Board of Directors. They shall represent the Chapter, attend all regular and other authorized meetings of the Missouri Society of Professional Engineers Board of Directors, and are responsible to report State activities to the Chapter Board of Directors. They shall also perform any other duties assigned, such as ex officio membership of a specific committee.  Conversely, State Directors are responsible for providing a summary report from the bi-annual MSPE Board of Directors meeting and other important events.

The quantity of State Directors is based the current membership of the Chapter as of April 1.  The formula for determining the quantity is identified within the MSPE Bylaws.

## *Department of Administration and Finance*

### By-Laws Committee – Current President Elect to Chair
1. Contact MSPE to determine the direction and timing of their By-law changes. Report to Board of Directors by December.
2. Review changes in the new MSPE and NSPE By-laws and make recommendations to changes in the Chapter By-laws. Report to Board of Directors by March.
3. Make draft revisions to our By-laws for approval by MSPE Board of Directors. Educational Foundation Bylaws are not required to be approved by the MSPE Board of Directors but would be approved by he MSPE Educational Foundation Board of Directors. The Chapter's Educational Foundation operates on a very similar time table.

### Nominating Committee
1. The Past President Chairs the Committee and Committee members are to be approved at the first Board of Director meeting of the year.
2. Choose committee and create a list of vacant Chapter Officers, Chapter Directors, and State Directors for the following year. Review current Bylaws and any planned Bylaw changes to ensure that selection of nominees do not present any conflict.
3. Recommend the most qualified candidates to the Executive Committee for final selection.
4. Conduct an election in the spring.

### Historical Committee – Current Secretary to Chair
1. Inventory, digitize (as applicable), and organize Chapter historical information on file in Chapter filing cabinet at LS Power (Contact: Kathy French).
2. Create a list of documents that should be retained in the historical record. This list will be passed down to successive committee chairs for their use. It will also serve as a tool for each committee chairman to use to make sure they get the proper information to the Historical Committee.
3. At the last Board of Director's meeting of the year, collect a CD/DVD from each Department Chair of their respective working files from the past year. Provide ample notification. Files should be organized intuitively on the media and serves as an archives of the Chapter. The Committee Chair is encouraged to reorganize all files onto a single media.

### Budget – Current Treasurer to Chair
1. Work with Treasurer, Department Chairs and Committee Chairs to determine their budget requirements for the upcoming year.
2. Provide a preliminary budget at the August Board Meeting.
3. Work the budget to meet the comments received and provide a second draft of the budget at the September or initial Meeting.

4. Modify, adjust, and submit the final budget for approval at the October Meeting (if necessary).

## Audit

1. Near the end of June set up a time with the incoming and outgoing Chapter Treasurer along with a minimum of three (3) Past Presidents to audit the finances of the Chapter and the Foundation. The Audit Chair may include a Past President as one of the three.
2. Report to the Board of Directors at the initial meeting the following year. The Audit Report should be voted on by the Board of Directors as well as be part of the historical archives.

## Past President's Advisory Board

1. Includes at least one Past President to advise the current President as needed or requested.

## *Department of Education*

### PE Refresher Course

1. Organize the finances/budget of the refresher course with a spreadsheet listing expenses and income.
2. Coordinate classroom schedule with St. Charles Community College. Classes are typically offered February thru April on Saturday morning.
3. Provide a preliminary budget for upcoming year by the August Board Meeting.
4. Run all finances through the Education Foundation. Coordinate timely deposits of income and timely disbursements of expenses with the Chapter Treasurer.
5. Arrange for instructors for Civil, Mechanical and Electrical class sections.
6. Utilize the Publicity Committee to promote the classes.
7. Distribute through email distribution partnership with the St. Charles Community College.
8. Develop a "file" for the committee that includes the required activities that need to be completed and the dates for each activity.

### MATHCOUNTS

1. Enroll St. Louis area schools in the MATHCOUNTS program.
2. Organize and implement the MATHCOUNTS regional competition.
3. Create an itemized preliminary budget of proposed expenses by August Board Meeting.
4. Provide the itemized approved budget to the Chapter Treasurer. Work together with the Treasurer to track expenses throughout the year. Have the Treasurer file the budget and final expenses with the Treasurer's report for reference in future years.
5. Run all expenses through the Education Foundation.

### Discover "E"

1. Coordinate the usage of the "Bridge." Track where it is, who is using it, and who plans to use it. Develop a check out system in order to track the bridge's whereabouts.
2. Publicize the availability of the "Bridge" in the Newsletter and at Meetings. Develop a 1 page flyer with photo for promotional purposes.
3. Research NSPE web site and other information to determine what literature and presentation material is available for Chapter use.
4. Organize a generic presentation to schools and make it available for MSPE members' use.
5. Develop an "on-call" list of potential presenters within the Chapter boundaries.

## Scholarship

1. Review and update scholarship application and distribution materials annually prior to advertising scholarship availability.
2. Publicize the availability of the Chapter Scholarships for Engineering Students.  (Don't forget to put it in the newsletter.)
3. Solicit and coordinate the acceptance of student applications by contacting school districts within the St. Louis Chapter area.
4. With a selection committee, review the applications and provide the Executive Board with a list of recommended scholarship recipients.
5. Provide informational press notices to local newspapers and school counselors advising them of the award recipients.
6. Provide a preliminary scholarship budget at the August Board Meeting.
7. Award the scholarships at the February banquet.
8. Coordinate with the Chapter Treasurer to write the scholarship checks to the recipients upon receipt of verification of enrollment in a qualifying institution.  Distribute scholarship awards to directly to the educational institution after verification of enrollment...

## Robotics Project

1. The Chapter has 1 or 2 First Lego League assets that can be used for various outreach efforts.  An individual or committee to track their use and distribute as needed..

## *Department of Membership*

### Recruiting/Reclamation/Retention

1. Obtain the list of new PE's and EIT's in our Chapter boundaries twice a year.
2. Create a mailing describing the value of membership to MSPE to the new PE's and EIT's as soon as appropriate.
3. Provide the mailing list to the Newsletter Committee so they can mail them our newsletter for several months.
4. Maintain the latest membership applications. Provide the applications to prospective members as needed.
5. Update the Board of Directors regularly on the number of Chapter members.
6. Send each new member an updated Chapter "Informational Packet." At a minimum the packet should include a copy of the list of Board of Directors, list of Committee Chairs, list of upcoming Chapter events, and latest newsletter.
7. Send new member names to the Newsletter Committee for publication of their names and company affiliations.
8. Assist in monthly and annual (April) telephone efforts to encourage delinquent members to re-join.

### Young Engineer

1. Obtain list of qualified Chapter members for the upcoming award year from the MSPE Membership Manager at the MSPE Headquarters. Qualification is that of being a paid member of the Chapter that will be 34 years or younger on January 1 of the awarded year (i.e. year the award will be physically presented to the winner)
2. Solicit nominations for the St. Louis Chapter Young Engineer of the Year Award by sending an announcement of the award to the member along with application asking if they would like to submit.
3. Obtain and review applications, make recommendation to Executive Board of Directors for approval. Make recommendation to Board of Directors at December meeting.
4. Notify recipient, obtain photo and prepare bio for newsletter and Award's Banquet program.
5. Notify Award's Committee of the winner for award engraving.
6. Forward nomination to MSPE.
7. Coordinate our Young Engineer Committee activities with those of the other engineering societies.

### P.E. Ceremony

1. Attend the PE Ceremony in Jefferson City to represent the St. Louis Chapter of MSPE at this event. The event is held in October and April and can be coordinated with Stacey Meyer in the MSPE Office.

2.  Obtain information semi-annually regarding newly registered PE's from the St. Louis area.  Invite to be our guests at a chapter meeting and arrange for recognition of those who attend.

## *Department of Programs*

### Programs

1. Organize a committee of several people to organize the Chapter meetings.
2. Set up a meeting with your committee and the President to make a plan for the year's meetings.
3. There shall be at least one (1) membership meeting per month. Date and time shall be coordinated with current President.
4. There shall be an installation Program in the spring.
5. Planned topic, date and organizer shall be developed by August Board of Directors meeting
6. Publicize the meetings well in advance.
7. Programs should offer PDH credit for attendance.
8. Develop and maintain PDH monitoring and tracking system.
9. Work with Program Chairman to develop programs with PDH potential.

## *Department of Public Relations*

### Newsletter
1. Organize, publish, and mail the Chapter Newsletter.
2. Continue the history of improving graphics and layout to make a newsletter that is readable, informative, and represents the innovation of engineering.
3. Work with the Membership department to mail new PE's and EIT's the newsletter for several months.
4. Solicit advertisers for the Newsletter.
5. Provide the Newsletter committee with the appropriate advertisements.
6. Invoice advertisers. Send their checks to the Chapter Treasurer on a timely basis.
7. Publicize Chapter events as necessary to outside media sources.
8. Maintain a listing of outside media sources.
9. Work with PE Refresher Course to help coordinate publicity activities.
10. Work with the Professional Recognition Department to publicize award recipients.

### Social Media
1. Organize efforts to start or maintain accounts on social media websites (i.e. facebook, linked-in, twitter).
2. Coordinate with the chapter to publicize events and news about the chapter.
3. Review at the end of the year to determine if we should continue this effort.

### Community Service
1. Organize efforts to start or maintain community service activities such as the Christmas "Canned-Food Drive".
2. Develop new events to provide opportunities for members to be involved. Events should be local and provide opportunity for members to serve their community and network with other MSPE members/families.
3. Publicize each event.
4. Review at the end of the year to determine if we should continue each effort.

## *Department of Engineer's Week*

### Science Center

1. Organize and implement the Science Center exposition.
2. Utilize the Inter-Society Committee to solicit other society's participation in the events.
3. Investigate creating a glossy publication sheet/poster of the Science Center events that can be posted "all over town" to publicize the event. Maybe the Science Center can help with this; maybe they have a publication department that will help put it together. Get someone on your committee or the Publicity Committee to work on this for you. What will it cost to print these up? What will it cost to have someone professionally create this poster?
4. By the March Board Meeting, put together a report for the Board of Directors that describes how the events went for this year and where you see this going in the next few years.

### Awards Banquet/Reception

1. Organize and implement the Engineer's Week Awards Banquet / Reception, which typically occurs the Friday evening of Engineers' Week.
2. Select venue and work with caterer to create a menu at an affordable price.
3. Work with Awards Committee to develop an announcement/reservation flyer for the event for inclusion in the Chapter's newsletter, and for direct distribution to members, award recipients and their employers, as well as scholarship recipients, if any. (Electronic version available from previous events.)
4. Accept reservations and provide a headcount to the caterer.
5. Prepare and produce printed Awards Program for use at the banquet/reception. (Electronic version available from previous events.).
6. Work with the Awards and Publicity Committees to publicize the award recipients locally. Find someone to take pictures at the event for later use in chapter, state and corporate newsletters and websites.
7. Ensure that income and expenses for the event are properly tallied and reported to the Chapter Board.
8. Recognize the accomplishments of outstanding engineers in their fields and promote employment practices within these fields that which supports the mission of MSPE.
9. Select "Outstanding Engineers" in PEI, PEPP, PEG, PEE and PEC and make award presentation at the Award's Program during the Engineer's Week Banquet. Committee coordinates the awarding process with the Engineer's Week Committee and Award's Committee. Awarding is based on nominees made and the committee reserves the right to not make an awarding for the year.

10. Select "Engineer of the Year" winner and make award presentation at the Award's Program during the Engineer's Week Banquet. Committee coordinates the awarding process with the Engineer's Week Committee. Awarding is based on nominees made and the committee reserves the right to not make an awarding for the year.
11. Select "QBS (Qualifications-Based Selection)" winner and make award presentation at the Award's Program during the Engineer's Week Banquet. Committee coordinates the awarding process with the Engineer's Week Committee. Awarding is based on nominees made and the committee reserves the right to not make an awarding for the year.
12. Select "Private Practice Professional Development Award" winner and make award presentation at the Award's Program during the Engineer's Week Banquet. Committee coordinates the awarding process with the Engineer's Week Committee. Awarding is based on nominees made and the committee reserves the right to not make an awarding for the year.
13. Award's Committee orders award plaques for Engineer of the Year, St. Louis Chapter Young Engineer of the Year and the Outstanding Engineers. A budget for the year is to be given to the Budget Committee.
14. Award's Committee orders the "Outgoing President's Award" that is to be given to the Outgoing President at the Spring Officer's Installation.
15. Award's Committee orders the "Outstanding Service Award" that is to be given to the Outgoing Past President at the Spring Officer's Installation.
16. Publish a "Call for Nominees" in the St. Louis Engineer during the nomination process (August – November).
17. Publicize the achievements of the award winners to media outlets through the Public Relations Committee.
18. Update Chapter's history of past recipients of the Engineer, Young Engineer and Practice Division Engineer award recipients. Pass updates along to the MSPE Webmaster.
19. Update Chapter's history of past officers. Pass updates along to the MSPE Webmaster.
20. Recruit individuals that would make a memorable Award's presentation for the winners.

## Inter-Society and Rotarian Lunch

1. Organize and implement the lunch programs.
2. Work with the Inter-Society Committee to coordinate the other societies.

## *Interest Group/Practice Division Representatives[2]*

Each Interest Group is represented on the MSPE Board of Directors. MSPE recognizes each Interest Group as a subordinate organization within the BOD, whereas each has their own bylaws. There is an opportunity to have a representative from the St. Louis Chapter on each Interest Group's Board which is beneficial.

This individual has no voting rights on the Chapter BOD but serves as a 2-way conduit to Chapter and Interest Group. As local events warrant, the Interest Group Representative may support the Chapter. Likewise, as events occur throughout the State that has significance to the Chapter, they are reported to the Chapter Board of Directors.

A secondary role that the Interest Group Representative may serve is that of establishing a functional Committee within the Chapter. This role would be left to the individual and interest in promoting a local Interest Group presence.

The suggested role of the Interest Group Representative is to provide a report to the Chapter after Interest Group governance meetings of significance.


## Professional Engineers in Construction

The objectives of MSPE PEC shall be to promote the professional, social and economic interests of construction employed engineers, and to instill and develop a professional attitude among all engineers in construction.

## Professional Engineers in Private Practice

Recognizing that service to humanity, to our nation, and to our state is the fundamental purpose of professional engineering.

This division of MSPE's membership dedicates itself to the promotion and the protection of the profession of engineering as a social and economic influence; vital to the welfare of the community and the public.

## Professional Engineers in Industry

The objectives of MSPE PEI shall be to promote the professional, social and economic interests of industrially-employed engineers, and to instill and develop a professional attitude among all engineers in industry.

## Professional Engineers in Higher Education

The objectives of MSPE PEHE shall be to promote the professional, social and economic interests of engineers in education, and to instill and develop a professional attitude among all engineers in education.

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[2] At the National level, Practice Divisions are referred to as Interest Groups. They remain Practice Divisions in some parlance of the NSPE family.

## Professional Engineers in Government

The objectives of MSPE PEG shall be to promote the professional, social and economic interests of engineers in government, and to instill and develop a professional attitude among all engineers in government.

# *Appendix A*

Note:  Documents contained in this Appendix are reprinted with permission from NSPE.

## *Appendix B - President*

You don't have to, and you shouldn't, do everything. As soon as you agree to become chapter president, start recruiting fellow members to assist you and the other officers. Don't let the process bog you down. Be creative!  A chapter's value lies in its accessibility and responsiveness to its members, not in formal governance.  The following duties describe how you can successfully nurture your community.

**Look for ways to share and distribute tasks and responsibilities among members to develop new leaders and develop a succession plan**

- Why not have "co-presidents"? If you are brand new to being a president, ask someone to serve with you so you can learn together. And you can do this for the positions of secretary, treasurer, and committee chairs.
- Use the "co-president" position as a way to start a mentoring program. If you have been a president for a year or more, or one in the past, offer to share the term with a young engineer or member who wants to volunteer but is unsure of the responsibility.
- Share more duties with the vice president and/or president-elect

**Maintain an adequate and up-to-date file of the material necessary to carry on the office of president and pass this file on to the successor in good order as soon as possible after the term of office ends**

- If you choose not to share duties, strive to meet face-to-face with the incoming president within a month. Use the guide "Planning your Chapter Leadership Transition" to initiate an annual practice.
- Recommend that the incoming president use the guide "Assessing the Transition" as well.
- Share the resources that have been most helpful to you over the year. Samples of letters, emails, flyers, budgets, etc. are very important.
- Include notes on your experiences (what worked, what didn't work, ideas for the future, costs, vendors to use, key contacts).

**Personally greet each *new member* within two weeks of joining**

- Insist on filling (or creating) the position of Membership Chair to which you can delegate some duties of both the president and the secretary.
- Create a "First Contact" Committee to personally welcome new members to your chapter and invite them to the next event.  Have the Membership Chair head this committee.
- Use the "First Contact" Committee to make phone calls to new members.

- Send an email greeting to new members. An email template is available for your use.
- Working with the chapter membership chair and secretary, either access the NSPE member data each week to download your list of new members **or** utilize the information sent by your state office regularly.

## Familiarize yourself with every member of your chapter (within reason)

- Aim to greet every member who attends one of the first three chapter meetings/events.
- Have "ambassadors" greet people and help them get situated as they enter your events.
- Check-in with all members, via email, over the course of the year to survey their needs and opinions. Share the data with the other officers and use this survey data to plan the next year's events.
- Suggest the "First Contact" committee or membership committee split up the membership list and have each volunteer become responsible for contacting his/her list of members prior to every chapter event.

## Develop a prospective member list

- Greet all non-members who attend your events (find out if they were referred by someone if they didn't accompany a member) and have them sign in, especially with an email address.
- For recruitment assistance, share this information with your state office and NSPE's Membership Recruitment Department.
- Request the assistance of the other officers in developing the prospect list.

## Plan programs and events for the upcoming year

- The most successful chapters plan at least the first six months of programs either as soon as officers are selected or some time over the summer. Do not wait until the first chapter meeting to start thinking about programs.
- Make a list of possible speakers/presenters and contact them several months in advance. Plan to follow up with them several times before they are scheduled to present. You can also check out the NSPE Experts Database for volunteer speakers.
- Use the NSPE Lending Library to borrow a variety of canned programs. NSPE will FedEx the programs in an emergency.
- Have a back-up plan. Speakers may cancel at the last minute; have a canned program available or find a member who can present on an interesting/important topic just in case.
- For an especially noteworthy program – or other chapter activity – submit a write-up to NSPE by using the 'Identifying Great Grassroots

Activity' form, from the NSPE Chapter Liaison. This will enable other chapters to learn about this opportunity for use.

## Make sure that the board members receive the information and assistance necessary for performance of their responsibilities

- As President, you are responsible for receiving more communications from your state board *and* NSPE, and disseminating this information *frequently* to your fellow officers.
- Regularly update your state society and NSPE with changes to your, or other officers', contact information.
- You may want to encourage officers to subscribe to certain newsletters and lists themselves. Follow up with these officers to make sure they are receiving the necessary information.
- Frequently visit http://www.nspe.org/leadership  for new resources, guides, and templates available strictly for volunteers. (For items that are marked "members only," your username is your membership ID number (look at the mailing label on your copy of *PE* or contact NSPE if needed), and your password is your last name with the first letter of your last name capitalized)

## Serve as official representative and spokesperson for the chapter and interpret the objectives of NSPE, the state society, and the chapter

- Provide to your state society and NSPE an updated list of chapter officers, with preferred contact information, immediately after they have been confirmed. Do not hold the list until all positions are filled, forward on any names as they are received.
- Rethink your use of a "President's Message" newsletter column. Don't feel obligated to include the column when you don't have important and necessary information to share ("Winter is over; My grandkids came for a visit"). Refrain from recapping a prior meeting. Start directing members to your Web site for that information.
- As a leader, motivate and encourage members and volunteers with a positive message and attitude. Refrain from using negative language ("We're still here; Membership continues to decline"). Members want to be part of a positive group.
- Respond to requests for information from NSPE and your state society (like surveys and legislative updates) so staff may provide better service to you and your members.
- NSPE can assist you in composing questions and transmitting surveys.

**Take responsibility for meeting the deadlines, requests, and requirements of the state society (or seeing to it that the appropriate officer accomplishes such tasks)**

**Conduct chapter governance meetings (as appropriate)**
- Do not make the general membership have to sit through your governance meeting. Schedule these for times *other* than your general membership events, seminars, etc.
- If you must have a governance meeting on the same date as a general event, conduct chapter business 30 minutes prior to the other event and make sure to advertise the starting time for members as 30 minutes later than when officers are expected to arrive.
- Prepare the agenda and follow the agenda. Keep track of time.
- Try conducting chapter business via conference call. NSPE may be able to assist you with setting these up. Contact the NSPE Chapter Liaison for more information.

In summary, as President, you can expect to have the most demanding schedule of all the officers but you shouldn't be afraid to ask for help. Breaking up large projects into smaller tasks and asking individuals to help you with just one task at a time will greatly increase your chances of completion and success.

## *Appendix C - Membership Chair*

The Membership Chair is the most important chapter officer position, next to the President, and often they are one in the same. Some of the duties overlap. However, your chapter should strive to have this position filled by someone other than the President.

### Familiarize yourself with every member of your chapter (within reason)

- Create and lead a "First Contact" Committee to personally welcome new members to your chapter and invite them to the next event.
- Have these committee members greet people and help them get situated as they enter your events.
- Check-in with all members, via email, over the course of the year to survey their needs and opinions. Share the data with the other officers and use this survey data to plan the next year's events.
- Suggest the "First Contact" committee or membership committee split up the membership list and have each volunteer become responsible for contacting his/her list of members prior to every chapter event.
- Working with the chapter membership chair and secretary, either access the NSPE member data each week to download your list of new members **or** utilize the information sent by your state office regularly.

### Develop a prospective member list

- Greet all non-members who attend your events (find out if they were referred by someone if they didn't accompany a member) and have them sign in, especially with an email address.
- For recruitment assistance, share this information with your state office and NSPE's Membership Recruitment Department.
- Request the assistance of the other officers in developing the prospect list.

### Conduct a membership retention program

- Remind members when it is time for them to renew their memberships.
- Divide the names on the "drop" lists (which come from either the state society or NSPE) among fellow officers and make phone calls to reclaim these members. Use the phone script available from NSPE.
- Develop an annual "report card" to show your members what their dues dollars went to over the past year. This helps show them the value of membership.

The time commitment will vary with each chapter. Expect an average of 30 minutes per week welcoming new members; 30 minutes before each event

greeting members and non-members at chapter events; 2-3 hours total contacting dropped members; 1 hour preparing "report card"

## *Appendix D - Secretary*

### Keep members informed regarding all national, state, and local activities

- Regularly check email from the state society (as well as other correspondence)
- Subscribe to NSPE newsletters like Leader Brief and NSPE Update. To find out how to be active in Government Relations, EWeek, or Practice Divisions, you may also want to subscribe to these NSPE department newsletters.
- Frequently visit the NSPE and MSPE website for new resources, guides, and templates available strictly for volunteers. (For items that are marked "members only," your username is your membership ID number (contact NSPE if needed) and your password is your last name with the first letter of your last name capitalized)

### Prepare and mail or email the chapter newsletter

- Consider including Web site updates when preparing the newsletter. No knowledge of HTML or other code is necessary to update text and dates. A Web site that only contains contact information, a listing of chapter events, and links to other sites can be very successful as long as the information is kept current.
- Reduce mailing costs by surveying members to determine who would prefer an electronic copy of the newsletter (or direct them to the Web site) and who would prefer a mailed copy. NSPE may also be able to assist you.
- Rethink your use of a "President's Message" newsletter column. Don't feel obligated to include the column when you don't have important and necessary information to share ("Winter is over; My grandkids came for a visit"). Refrain from recapping a prior meeting (refer members to your Web site for that information).

### Keep the chapter mailing list and roster of members up to date

- Work with the Membership Chair and access the **NSPE** member data each week to download your list of new members or check with your state office regularly.
- Become familiar with important NSPE dates regarding the processing of membership applications and dues. A calendar is available from NSPE and your state office.
- Work with the chapter treasurer to remind members how they can renew their membership (NSPE Member Services can assist you)

**Attend all chapter meetings/events and record important information**

- Prepare chapter executive committee meeting minutes and copy all necessary individuals.
- Record the decisions and action items, not the details of who said what.
- Make available any PowerPoint presentations or handouts after chapter events by posting to your Web site.  This will make less-involved members feel included while reminding them of what great programs they have missed.
- Maintain chapter charter, bylaws, and operating procedures.  Ensure that volunteers will be given some flexibility while also maintaining a professional organization.

The time commitment will vary with each chapter. Expect an average of 1 hour per governance meeting; 2-3 hours a month for meeting minutes; 2-5 hours a month for newsletter/Web site.

## *Appendix E - Treasurer*

## Collect and deposit all monies due the chapter

- Sign up for direct deposit if your chapter currently receives checks from NSPE
- Open an account at a bank that has multiple branches in the chapter's region to make it easier for your successors to access the account

## Assist the Secretary in preparation of any reports to the board

## Chair a budget committee or lead the Board of Directors in creating the annual budget

- See Tips for Budgeting, Cost-Saving Tips, and Sample State Budget for more information

## *Appendix F - Tips for Budgeting*

**Identify the key times of the year for major inflows/outflows of funds and plan accordingly**

- When is your fiscal calendar? The NSPE fiscal calendar is from July 1-June 30.
- NSPE invoices more than 50% of its members between the months of October and December (calendar year renewals)
- In March, NSPE drops those calendar year members who have not renewed

**Keep an accurate count of how many of your members are paying the regular amount, how many are paying discounted amounts, and how many may have free (life) memberships.  Don't just multiply the total number of members by the regular dues rate.**

- Does your state notice any trends for when new members join or drop?

**Identify important event dates; identify other priorities that may require funding.  These may include:**

- Mailings and promotional print materials
- Awards, plaques, and other giveaways
- Receptions and gatherings

## *Appendix G - Cost-saving Tips*

### Mailings and promotional print materials
- Update to electronic communications if possible (survey your members about their preferences first)
- The quality of paper and the amount of color used will greatly affect the cost
- Avoid including dated messages to extend the shelf-life

### Awards, plaques, and other giveaways
- Buy in bulk if possible

### Receptions and gatherings
- Consider gathering during a restaurant happy hour where snacks are likely to already be provided
- Consider sponsorships (next page)

## *Appendix H - Attracting Sponsors – What to Think About?*

1. Determine what needs to be sponsored (e.g. actual items, the actual event, room rental fees). Can the elements of the sponsorship be broken down per item?
2. Determine the value of everything that needs to be sponsored and how you want to package it. Do you just want to cover expenses or make a profit as well?
3. Do you want to package the sponsorship as an exclusive opportunity? Can multiple sponsors sponsor items or events?
4. What will be the incentives for sponsorship?  (e.g. Public acknowledgment of sponsor at the event and Web site, press release, paraphernalia with company logo on it, speaking opportunity for the sponsor, etc.)
5. Are you looking for corporate sponsors or patron sponsors? Corporate sponsors want recognition and to see a financial or promotional benefit from their contribution.  Patron sponsors are "giving from the heart."  Patron sponsorships seem easier. However, the donations will come in smaller chunks.  An incentive for the patrons could be their names on a plaque or banner.
6. If you're prospecting smaller firms, develop co-sponsorship pricing/opportunities.
7. What are your marketing plans? Create a committee or team to implement the following:
    a. Determine your target audience and why they would want to sponsor. Your target audience should be education partners, local educational programs, enterprise members, military and federal agencies, insurance providers, software providers, vendors, etc.
    b. Create a marketing piece that can be made into a one-page PDF and put it online and hand it out amongst your contacts and affiliates.
    c. Post notice online regarding this opportunity
    d. Post link to PDF in e-newsletters
    e. Have your team compile a list of potential contacts, write a formal letter to key contacts, and do a follow-up telemarketing campaign. Always personalize the letters.
8. Be sure to have deadlines for everything you need.  Follow-up with your committee regularly.  Progress is a great motivator.

# *Appendix I - Leadership Transition Planning[3]*

To ensure continuity and strategic success of the chapter, it is important to develop and follow a plan to turnover the know-how and experience required of the leadership positions.

## Remembering Your Transition
To develop an effective plan, it is helpful to begin by recalling your own experience.

## Orientation
- Did you have ample opportunity to meet with your predecessor?
- Did you participate in an orientation?
- Was there a process for your questions to be answered?

## Relationship building
- Were you given the necessary contact information you needed to carry out your duties?
- Were you introduced to the stakeholders who would assist you with your success?

## Roles & responsibilities
- Were you adequately informed of the chief duties of your position prior to assuming it?
- Did you have a clear sense of the priorities of your role?
- Were you made aware of the key documents required to carry out your duties?

## Here are some important questions to consider:
- What documents have been critical to your success (also consider resources like the 24/7 system or certain newsletters)?
- How did you find the experts you depend on? Is there a directory you can pass on?
- What annual activities are the most important to your organization's success?
- What have been your toughest lessons?
- Can you identify Best Practices for you personally?
- What worked well for you as you learned the ropes?
- What would you do differently to ensure the success of the next team?
- What documentation can you provide to optimize the next generation's success?

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By examining these areas and identifying the most critical components of your legacy with the rest of the chapter officers, you can design an effective Leadership Transition Plan for the next generation. You also relieve yourself of the obligation of remaining a chapter officer year after year. When a Leadership Transition Plan exists, there will be less apprehension among your members to volunteer for the first time, and there will not be the expectation that one must serve as an officer for many years before truly "learning" the job.

## *Appendix J - How the National Organization Operates*

### National Society Governance and Leadership

The National Society of Professional Engineers is an incorporated, not-for-profit professional association dedicated to the promotion and protection of the licensed professional practice of engineering as a vital social and economic influence to the country. In partnership with its affiliated state societies and chapters, the purpose of NSPE shall be the advancement and protection of the public health and welfare and the promotion of the professional, ethical, social, and economic interests of its members.

### House of Delegates

The House of Delegates is the primary governing body of the National Society of Professional Engineers. Members of the House of Delegates include voting members of NSPE's Board of Directors; representative(s) of one or more of the interest groups and one member representative from each of NSPE's 53 state societies whose votes are weighted based upon the number of NSPE members within each State Society. The House of Delegates convenes annually each summer at NSPE's Annual conference. It has the ongoing responsibility to control the professional policies and strategic plan under which NSPE operates. The House of Delegates also has the sole authority to amend the bylaws and elect the NSPE officers and Board of Directors.

### NSPE Officers and Board of Directors

There are four officers of the Society: president, president-elect, treasurer, and immediate past president. All four officers serve on the board of Directors. In addition to the four elected officers, the Board of Directors annually appoints the secretary.

The Board of Directors determines all questions about established policy and administers the affairs of the Society. The Board of Directors consists of the NSPE officers, the president of the State Society Executives Council, 10 directors, and the secretary (ex officio).

### NSPE Committees, Advisory Groups, and Task Forces

Committees, advisory groups and task forces execute the vast majority of NSPE action items.  The number of these bodies fluctuates depending upon the strategic direction of the Society. Committees are bodies formed to address a critical need that is so vital to the mission and function of NSPE that it requires continuing existence through the future.

Task forces are bodies formed to address specific needs of programs and projects necessary to support the Strategic Plan and meet member needs, subject to renewal by the incoming president. Task forces sunset each year. Advisory groups are bodies expected to operate in an ongoing fashion to provide advice to the professional staff about particular areas of activities, e.g. communications, continuing education, public relations.

NSPE's president may appoint an officer or other member to direct and supervise the efforts among various committees, advisory groups, and task forces. The members of these bodies shall take their positions upon the completion of the Annual Conference, or on July 1st if an annual conference is not held.

## Interest Groups

An interest group is a sustainable group of NSPE members with common professional interests that enhances the common mission, vision, and goals of NSPE. Interest groups will enhance the communication among members in ways not already available. Interest groups are based on professional interests, not technical issues.

The current NSPE interest groups are
- Professional Engineers in Construction
- Professional Engineers in Higher Education
- Professional Engineers in Government
- Professional Engineers in Industry
- Professional Engineers in Private Practice

## *Appendix K - Roberts Rules of Order Overview*

### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:
1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:
1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

### There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.

4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## How are Motions Presented?

1. Obtaining the floor
   a. Wait until the last speaker has finished.
   b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
   c. Wait until the Chairman recognizes you.
2. Make Your Motion
   a. Speak in a clear and concise manner.
   b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
   c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
   a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
   b. The membership then either debates your motion, or may move directly to a vote.
   c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
   a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
   b. The mover is always allowed to speak first.
   c. All comments and debate must be directed to the chairman.
   d. Keep to the time limit for speaking that has been established.
   e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
   a. The Chairman asks, "Are you ready to vote on the question?"
   b. If there is no more discussion, a vote is taken.
   c. On a motion to move the previous question may be adapted.

## Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.
1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
   Most importantly, BE COURTEOUS.

## *Appendix L - Robert's Rules of Order - Summary Version[4]*

## For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

- Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking   has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone

- The member moving the "immediately pending question" is entitled to preference to the floor!

- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

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## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

- **Main Motion:** Brings new business (the next item on the agenda) before the assembly

- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)

- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time

- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time

- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed

- **Object to Consideration:** Objection must be stated before discussion or another motion is stated

- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view

- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred

- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified