

TRAINING & RESPONSIBILITIES OF UEC EXECUTIVES, EXECUTIVE SECRETARY, COMMITTEE CHAIRMEN AND COUNCIL MEMBERS

May 14, 2013

Reference Documents:

IRS 501(c)(3); Revenue Ruling 56-304 1956-2 C.B. 306; IRS Form 1023,
Form 990-N (e-Postcard), UEC Bylaws, UEC Articles of Incorporation

In order for the Utah Engineers Council to maintain non-profit status in strictly adhering to the provisions of IRS 501(c)(3) the following responsibilities and instructions will be executed:

The newly elected executives (Chair, Vice-Chair, Treasurer), first and second past chairs, newly appointed committee chairs, new secretary at the beginning of each year will review these responsibilities in addition to the UEC bylaws and Articles of Incorporation by being tutored in his/her responsibilities by the past individual of the position he is now filling.

CHAIRMAN

- Chair executive committee
- Oversee the operation of the UEC and its programs
- Appoint committee chairs
 - Appoint Nominating Committee not later than February 10 of each year
 - Appoint an Auditing Committee of three members no later than the May council meeting
- Conduct executive and council meetings
- DOPL coordination
- Appoint Audit committee and schedule audit
- Assure that this Training and Responsibility sheet is given to the new officers of the ensuing year in the May council meeting
- Oversee the election of officers of the ensuing year in the April council meeting
- Oversee executive secretary monthly compensation rate for the ensuing year in August executive meeting
- Call August executive meeting
- Liaison to the Division Director, Utah Division of Occupational and Professional Licensing in recommendations to fill vacancies on the Utah Board of Professional engineers and Land Surveyors when vacancies arise
- Submit final report in the May meeting of the UEC

VICE CHAIRMAN

- Chair E-Week Committee (See E-WEEK COMMITTEE below)
- Conduct council meetings in absence of chair
- Submit final report in the May meeting of the UEC

TREASURER

- Conduct council meetings if the chair and vice-chair is absent

- Coordinate with executive and all committees and establish a year budget to be presented in the September meeting of the council
- Submit IRS Form 990-N (e-Postcard) each year at the end of his tenure before June 6 of each year
- Chair Scholarship Committee
- Vice chair of E-Week committee
- Prepare current balance sheet for each council meeting
 - Bank balances
 - Budget
- Maintain UEC financial history records
 - Invoices
 - Contact with IRS
 - Expenditures
- Distribute checks
- Executes monthly compensation to executive secretary
- Submit final balance sheet of expenses and revenues in the May meeting

FIRST PAST CHAIR

- Fund Raising Committee Chair
- Nominating Committee Chair
- Attend council meetings and give advice as needed

SECOND PAST CHAIR

- Awards Committee Chair
- Attend council meetings and give advice as needed

EXECUTIVE SECRETARY

- Publish Agenda at least three days before council meetings
 - Election of officers for next year in the April council meeting on agenda
 - Install incoming officers in May council meeting on agenda
- Record and publish minutes of all council meetings
- Maintain bank statement records; profit and loss sheet, and balance sheet
- Maintain current contact information for all council members
- Collect contact information for all society officers and UEC representatives
- Provide telephone answering service for the UEC
- Maintain UEC website
 - Maintain history
 - Publish minutes and agendas
 - UEC Journal
 - Post Events
 - Post Advertising opportunities
 - Post banquet information
 - Post past banquet photos
 - Post forms
 - Engineer of the Year Nomination
 - Engineering Educator of the Year Nomination
 - Fresh Face in Engineering Nomination
 - Scholarship application
 - Bylaws

- Articles of Incorporation
- Articles of Incorporation addendums
- UEC meeting information
- Member Society Links
- UEC History and Archives
- Purposes of the UEC
- UEC Roster
- Maintain corporation status of UEC as required
- Receive and distribute mail/email to the UEC
- Maintain yearly registration of UEC Incorporation as required
- Distribute emails as requested by members of executive committee
- Monitor collection of membership fees from member societies
- Announce deadlines for article submissions to the Journal
- Announce award candidate deadline dates to member societies
- Take pictures at UEC banquet
- Maintain history file of society applications to UEC

EXECUTIVE COMMITTEE

- The executive committee comprises of the elected officers of the council and two most recent past chairs
- Conduct the affairs of the council
- Assure funds are managed in accordance of 510(c)(3)

NOMINATING COMMITTEE

- Select and announce committee members in council meetings
- Nominate officers for the ensuing year at least 30 days before the April council meeting
- Assure nominees accept nomination before the election of officers
- Submit a final report in the May meeting of the UEC

AUDITING COMMITTEE

- Comprised of three members appointed by the Chair; not to include incoming or outgoing treasurer.
- Audit the Treasurer's accounts
- Report at the August Executive meeting with incoming and outgoing treasurer present

PUBLICATION COMMITTEE CHAIR

- Select and announce committee members in council meetings
- Oversee publication of the UEC *Journal*
- Solicit articles for the *Journal*
- Announce deadline dates for article submissions.
- Liaison between UEC and publisher of *Journal*
- Oversee distribution of *Journal* to engineers, companies, governmental offices (Governor, GEOD, city and county mayor)university engineering department heads, university and local libraries, and at banquet
- Allow article review by authors before final publication of *Journal* UEC members
- Submit a final report in the May meeting of the UEC

E-WEEK COMMITTEE CHAIR

- Select and announce committee members in council meetings

- Select Date and time for UEC Awards Banquet
- Set price of attendees
 - Offer reduced price for students, retired members over age 65, charge more at the door.
- Select Venue for E-Week
- Select Speaker for E-Week
- Prepare flyers for awards banquet
- Send flyers to societies for distribution
- Announce to press date and time of banquet
- Obtain Utah E-Week proclamation from Governor
- Prepare awards presentation
- Arrange for podium, sound, presentation media
- Prepare banquet program sheet
- Assign attendees to banquet tables
- Invite Governor, State Science Advisor, city and county mayors to banquet
- Invite engineering department chairs of Utah universities to awards banquet
- Prepare name tags for banquet attendees
- Offer display space at banquet to sponsors and professional societies
- Submit a final report in the May meeting of the UEC

FUND RAISING COMMITTEE

- First Past Chair is Committee Chair
- Select and announce committee members in council meetings
- Produce or edit fund raising letter or internet media
- Oversee distribution of fund raising communications
- Oversee company sponsorship program
- Submit a final report in the May meeting of the UEC

MEMBERSHIP COMMITTEE

- Select and announce committee members in council meetings
- Update Utah engineering professional society list
- Solicit membership of societies in the UEC
- Maintain society dues policy
- Facilitate society applications to the UEC
- Maintain requirements of society for membership in the UEC (see bylaws)
- Solicit inter society collaboration on events
- Assure member society pays dues in a timely manner
- Assure all membership societies comply with 501(c)(3)
- Submit a final report in the May meeting of the UEC

LEGISLATIVE COMMITTEE

- Select and announce committee members in council meetings
- Maintain awareness of legislative matters locally and nationally
- Convey to the council legislative matters being considered, passed and failed
- Assure UEC complies to 501(c)(3) in not endorsing political candidates and influencing legislation
- Submit a final report in the May meeting of the UEC

SCHOLARSHIP COMMITTEE

- Select and announce committee members in council meetings
- Oversee the council's Scholarship Grant Award Program
- Maintain contact information on all scholarship awardees
- Contact chairmen of engineering schools announcing UEC scholarship program
- Prepare and collect applications for UEC engineering scholarships from the accredited engineering colleges in the state of Utah each year.
- Select scholarship awardees from applications
- Award scholarships to the winners at the awards banquet
- Contact universities of winners of scholarships
- See that all scholarship funds are safeguarded and invested wisely in federally insured organizations
- Submit final report in the May meeting of the UEC
- Contact appropriate people to determine MESA teacher of the year award

AWARDS COMMITTEE

- Second Past Chair is Committee Chair
- Select and announce committee members in council meetings
- Communicate with professional engineering societies the criteria for award nominations
- Communicate with professional engineering societies the deadline for award nominations
- Process candidate information with committee to select award winners
- Purchase and assemble award plaques for award banquet
- Communicate with Vice Chair the award winners for award banquet presentation

COUNCIL SOCIETY REPRESENTATIVE

- Attend council meetings
- Sit on E-Week committee or a representative selected by society
- Keep their members informed of the activities of the Council
- Promote the activity of the Council within their society
- Inform Council if a UEC planned action would in any way conflict with the constitution and/or bylaws of a society

NOMINATION COMMITTEE

- Chaired by First Past Chair
- Submit Nominations for next year's Executive Committee in May council meeting.
- Conduct Elections for next year's Executive Committee in June council meeting.

SUMMARY - TIME DEPENDENT ACTIVITIES

DUE DATE:	ACTIVITY:	BY WHOM:
June	Announce and schedule August executive meeting for first Wednesday	Chairman
June 5	Submit ePostcard form 990-N to IRS	Treasurer

