

**General Officer Duties**

1. Attend monthly officers meeting (usually every 4<sup>th</sup> Thursday).
2. Bring speaker ideas for Branch meetings.
3. Bring ideas for other Branch events/trips.
4. Help as needed to conduct Branch meetings/events.

**Membership Chair Duties**

1. Verify status of memberships on ASCE web site.
  - a) Use web browser to access the ASCE ftp site.
  - b) You'll require a login and password, obtained from Michael Cook ([MCook@asce.org](mailto:MCook@asce.org))
  - c) Monthly or so, download the master membership file from the ftp site and compare with the SLO Branch email on the Administration site. (for this, you'll need a login and password from the Branch web master.)
  - d) One can import the SLO listing into Excel in order to automate the process of comparing the two lists to identify new names on the national list which aren't in the local one. Once these are identified, the new names and emails can be entered using the "add" function in the SLO page. If something needs changing, this can be done with the "edit" function. Note that emails that are known to be bad will not be accepted by the SLO website. Also note that one should not delete any names or emails from the SLO site just because they do not appear in the national list, since we have many non-members who receive out mailings.
  - e) For any names in the national list without email addresses, coordinate with the Newsletter Editor to ensure that those individuals are receiving the newsletter by U.S. mail.
2. Coordinate with Assistant Newsletter Editor regarding if the proposed "Meet the Member" is a current member.
3. Distribute membership applications and pamphlets at general meetings (place on Treasurer's table) and annual seminar.
4. Undertake special projects on occasion to inform members about the benefits of membership (e.g., through Newsletter articles) or to survey the members on related needs and desires.