

General Officer Duties

1. Attend monthly officers meeting (usually every 4th 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.

President – Elect Duties

1. Serve as President in the absence of the President.
2. Assist the President where needed; absorb knowledge of Branch operations in preparation for being President.
3. Develop strategy/goals for upcoming year as President.
4. Represent the San Luis Obispo Branch at the Zone IV Leadership Conference in February. Travel and hotel is usually reimbursed by ASCE, get the form at the conference.
5. Coordinate officers (returning and new) for next year:
 - a) Update officer duties around May. Send them out to current officers to see if anyone has any changes to suggest, update where needed.
 - b) Nominate and elect new officers prior to August 31 so information may be transmitted to the Section in a timely manner (current President, Past Presidents, and other officers can be of assistance).
6. Coordinate biannual “Outstanding Project of the Year” award (either by gathering entries or running the awards program):
 - a) July & August newsletters announcements:
 - Enclose nomination form (4 copies of entry needed, 3 for judges, one for national).
 - Announce nominations due at August’s general branch meeting, and that the awards program will be held in December.
 - Announce that the winner will automatically be sent to the Section for their consideration in national nomination (first verify that the timing works).
 - b) August: Gather nominations, start judging:
 - Ask 3 unbiased past presidents to be judges (you will not be a judge).
 - Final decision due by beginning of October, to give yourself enough time to meet the Section’s deadline for national nominations. Also, it takes a while to get the large project site plaque (it is nice to display this at the December awards meeting).
 - c) October wrap up (after you become President):
 - Fill out and send to the Section the national nomination form for the Branch winner (although nobody should know who the winner is until the December meeting, just you and the judges).
 - Check on project site plaque order.
 - Make certificates, one for winner and separate ones for every project nominated (“Honorable Mention”).

- d) December Awards Meeting: New President-Elect emceeds the meeting: introduces projects, announces winner (that they won't know ahead of time, since done by past President-Elect), hands out certificates and project site plaque.
- e) Miscellaneous notes about plaque, certificates:
 - Project site plaque lists the project name, year awarded (see past examples). The award is for the profession, to promote civil engineering. It is not an advertisement; therefore no individual or company/agency names.
 - Certificates (winner and honorable mentions) contain company/agency names, appropriate for hanging in an office.