

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.

Treasurer Duties

1. Coordinate adding the new treasurer and president to the chapter checking account:
 - Call Mid-State Bank to set up appointment (Santa Rosa Street branch in SLO)
 - Sign forms at bank with president
 - Process takes 15 to 20 minutes
2. Maintain supply of gifts for luncheon speakers and bring to meeting. Order more from ASCE headquarters when supply is low. Check the headquarters web site for gifts and special deals. Typical gifts are coffee cups, travel mugs, baseball caps.
3. Reserve restaurant for the monthly luncheon.
 - Verify room availability for the third Thursday of the month
 - Officers and speaker arrive and begin setup approximately 11:30 am; serve lunch approximately 12:10 pm; presentation begins approximately 12:45 to 1:00 pm; meeting ends approximately 1:30 to 1:45 pm
 - Select menu options with the banquet coordinator
 - Verify the room can accommodate 35 to 60 people
 - Request table for laptop computer & video projector, extension cord & surge protector, screen, podium, microphone & public address system.
 - Request table & chair for treasurer at the entrance to the room for check in.
 - Negotiate cost per person, including tax, gratuity, room and facility fees
 - Verify whether the restaurant will accept personal checks
 - Pay deposit and sign agreement, if required
4. Send an e-mail to the president and newsletter editor before the newsletter deadline (first Friday of the month – unless that's the first day of the month, in which case the deadline is a week later):
 - Luncheon location
 - Address
 - Menu options
5. At a minimum, reserve the location for the following month's luncheon to facilitate the president making an announcement at the current month's luncheon. Reserving 2 to 3 months ahead is best.
6. Check the RSVP list on the administration web site the Friday before the meeting and call the restaurant with the total number of people and count for

each menu item. Update the count the Tuesday before the meeting, if necessary and if the restaurant allows.

7. The day of the luncheon:
 - Bring approximately \$50-\$60 for making change (\$1's, \$5's and \$10's)
 - Bring gift for the speaker
 - Print out approximately 40 receipts (Excel spreadsheet file)
 - Print out copy of the meeting form (Excel Spreadsheet file) to record income & expense info
 - Print out latest meeting RSVP list from chapter administration web site (to be used for the sign in sheet)
 - Show up at meeting location by 11:45 to make sure restaurant has correct room setup and knows the luncheon timing; and to accommodate early arrivals
 - Set up table near entrance to room with sign in sheet, money for change (record amount of money for change on meeting form before people begin paying for lunch), and receipts
 - Make a note by each name as the people pay (cash or check) and note whether the person is a student.
 - Members pay \$15; students pay \$6; speakers do not have to pay.
 - Ask for a copy of the final billing from the restaurant before the end of the meeting
 - Log the checks and cash received onto the meeting form
 - If required, write a check out to the restaurant for the difference between the bill & income from the meeting if required. (Make sure to account for the starting cash for making change and set it aside for the next meeting)
 - Keep a copy of the restaurant receipt and staple it to the meeting form and sign in sheet.
8. After the meeting:
 - Update administration web site meeting summary with "no-shows"
 - Deposit checks made out to ASCE
9. Attend Officers meeting the Thursday following the chapter meeting and give a report:
 - Current bank balance
 - Income from last meeting
 - Expense for last meeting
 - Profit or loss for meeting
 - Total attendance for the meeting, including the number of students
 - Total expense for the last month
10. Write checks for miscellaneous expenses as requested by other officers. Make a copy of any bills, invoices or receipts as checks are written.
11. Using the checkbook register, prepare an end of the year statement summarizing income and expenses (Excel spreadsheet form). Using the statement as a guide, prepare a proposed budget for the following year.