



2023 Officer Listing and Duties

Chair

- Corresponds with SME headquarters and regional manager regarding chapter-related activities.
- Creates or oversees website newsletters, meetings, tours, seminars and other chapter activities.
- Answers external inquiries pertaining to Chapter activities.
- Fills out Officer listing form and activities form at year's end.
- Buys continental breakfast to in-person chapter meetings.

Co-Chair

- Supports and succeeds the Chair the following year. May move to a different position pending officer voting that occurs in December.

Secretary/Scribe

- Documents and distributes meeting minutes that are taken during the monthly or bi-monthly chapter meeting.

Treasurer

- Maintains and distributes chapter funds. Funds may be used for chapter meals and end-of-year dinner party, as well as prepayment for seminars and presentations fees and snacks.
- Fills out yearly chapter treasury account report.

Bulletin Editor:

- Creates electronic newsletter from researched topics and events. Utilizes mailchimp.com to send to over 300 recipients.

Certification Chair

Currently not required but historically was the contact person for information related to member certification and requirements.

Student Liaison Chair formerly known as Membership chair

- Acts as a recruiter of and mentor to students in high school and college. This person is particularly knowledgeable about all SME membership benefits and costs, so therefore provides answers to membership-related questions. All inquiries to the Chair or other officers about this topic shall be directed to the Retention/Membership Chair, if available.

Web Administrator

- Creates and/or updates the Chapter website and coordinates with other chapter officers and advisors as to any changes and additions.

Advisor

- Provides relevant manufacturing engineering knowledge, area events, and contact personnel information.