

**ASCE PITTSBURGH SECTION
GEO-INSTITUTE CHAPTER
RESPONSIBILITIES OF OFFICERS
2006-2007 PROGRAM YEAR**

- CHAIRPERSON:** To schedule, organize and conduct the business at each committee meeting and to represent the committee at the ASCE Section Board Meetings.
- VICE CHAIRPERSON:** To fill in for the chairperson in his/her absence and perform the same responsibilities. Schedule and coordinate a one-day seminar for the following year.
- TREASURER/SECRETARY:** To prepare a preliminary and final budget, solicit and collect speaker's fund contributions, collect the meeting dues, disburse group funds, and maintain the finances of the group. Submit a request to the Section Treasurer for reimbursement of student and member expenses. Both the section reimbursement and speaker fund requests are to be submitted during the summer, prior to the first meeting in the fall. Order the plaque for the past president for presentation at the Terzaghi Lecture.
- PROGRAM CHAIRPERSON:** To select the meeting topics, make arrangements for the speakers, mail out meeting announcements and introduce the speakers at meetings. To provide an article for the section newsletter by the seventh of the month prior to a technical group meeting providing a preview of the meeting and any other newsworthy information relative to group activities.
- ASST. TREASURER/
SECRETARY:** Prepare minutes of each committee meeting, and assist the Secretary/Treasurer as necessary including the collection of meeting dues.
- ASST. PROGRAM
CHAIRPERSON:** To provide the audio/visual aids for each meeting, update the mailing lists of Geotechnical Group Members, accept the reservations for each meeting, make arrangements with the meeting place/caterer, and assist the Program Chairperson as necessary.
- AT-LARGE MEMBERS:** To attend committee meetings and assist the committee as required.