

Secretary

List of Responsibilities:

Prepares and distributes minutes of the Monthly Meetings to the PEC web site and to delegates and chairs of each member society. (Includes Treasurer's report as supplied by Treasurer)

Sends notices of all special meetings and agenda items to the each society delegate and chair.

Provides Secretary's Report at monthly meetings.

Maintains the Historical Record for the PEC

Maintain the PEC Web Site for PEC information and news.

(Note: As of '04 the website is being maintained by input to Webmaster Ken Hoffman)

Maintains the current copy of the Constitution and Bylaws on the PEC web site

Maintains the Society Events and Meeting Calendar on the PEC Web Site

Distributes nomination applications for the Engineer of the Year and the Doug Ensor Awards chairpersons.

Completes all written correspondence as directed by the other chapter officers, and the Council.

Distributes nominations for incoming PEC Officers to delegates prior to elections.

Directory The PEC **Secretary and Treasurer** work together to create a membership list that is published on a protected page on the PEC web site. This is a listing of the Chairperson, PEC Delegate, PEC alternate Delegate, and PEC Honorary Presidents for each member of the Council. The directory should be available to anyone listed in the directory, but it is not distributed widely without consent of the Council. The current position, mailing address, business address (i.e. John Doe, ASME Delegate, NNS Dept. E40, Bldg 600/1) business phone number, home phone number, business email and work email addresses are normally contained in the directory.

Secretary's Typical Schedule:

May	Installation as Secretary for the following year, considered to start July 1. Receive e.mail and other rosters from past Secretary
July	Reviews current Society Events & Meeting Calendar, PEC Web Site and PEC directory.
August	Develops first draft of PEC Directory with data from the Treasurer
Sept - May	Distributes President's agenda for monthly meetings Records and distributes minutes of the Monthly Planning Meetings (See '03-'04 minutes on CD for formating.) Distributes by email various member society announcements of meetings, etc.
Nov - May	Forwards the budget report for the monthly meetings along with the minutes