



ASSOCIATION OF ENERGY ENGINEERS

CHAPTER OFFICERS AND LEADERS

WHO SHOULD BE A CHAPTER LEADER?

The best way to begin a chapter is to obtain the best possible leaders. A chapter will have a difficult time if all the work and rewards fall on one person's shoulders. If you are planning to start a new AEE chapter, reactivate an inactive chapter, or revitalize your existing chapter, it is recommended that you round up a group of people like yourself who are interested in energy and understand the rewards that accompany the efforts of managing an AEE chapter.

MID-YEAR CHAPTER REVIEW/PLANNING

Depending on the number of months a year you plan to have meetings, you will have to also schedule a few AEE chapter management meetings to coordinate the upcoming chapter events. Some AEE chapters, for example, do not meet in the middle of the summer due to low attendance attributed to vacation schedules. This would be a good time to hold the chapter management meeting. The following is a list of topics that should be discussed:

LOCATION

Review the upcoming meeting locations for approval of all Board members.

MEETING MANAGERS

The main purpose of this meeting is to assign a member meeting manager to each upcoming meeting. This responsibility requires that person to confirm a speaker for the program in accordance with the meeting topic, obtain the speaker's biography, write an article pertaining to that meeting and forward it to the newsletter editor. The meeting manager should always confirm and coordinate any audio visual equipment needed by the speaker.

AWARDS, SCHOLARSHIPS, AND SPECIAL ASSIGNMENTS

Chapter members should be assigned to chair committees overseeing awards, scholarships, newsletter, website, membership/networking, public relations, nominations & elections, other programs.

NOMINATION AND ELECTION OF LOCAL CHAPTER OFFICERS

It should be determined when elections will be held for the officers of your local chapter. The due date for nominations and the date for the annual election meeting should be set. It is very important that prior to placing nominees on the ballot, their memberships in AEE the parent organization be confirmed as in good standing*.

CHAPTER OFFICERS

Each year no more than thirty (30) days after chapter elections, the Chapter Officer Form should be copied and returned to AEE Headquarters. This information is needed to update the chapter Presidents list in the AEE Headquarters office and on the AEE web site. If a post office box is part of your address for publication, please also note a street address for AEE Headquarters to use for special deliveries.

The AEE Executive Committee recommends that all chapter bylaws be modified to indicate the term of office to be consistent with the AEE year (January 1 – December 31). If your chapter is not presently on this term, the following would be necessary:

**A member in good standing is a member of the Association of Energy Engineers the parent organization whose dues are up to date.*

REPORT ON OFFICERS

Please complete the information below and submit to michelle@aeecenter.org within thirty days of officers taking office, preferably sooner.

CHAPTER OFFICERS

CHAPTER NAME: _____

Regular Chapter Meeting Day: _____

Regular Chapter Meeting Location: _____

PRESIDENT:

Name: _____

Member Number: _____

Mailing Address for Chapter Materials: _____

Phone: _____ Fax: _____

E-Mail: _____

VICE PRESIDENT:

Name: _____

Member Number: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

TREASURER:

Name: _____

Member Number: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

SECRETARY:

Name: _____

Member Number: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Other officers authorized by your Chapter should be added here (may or may not include those shown below):

SCHOLARSHIP CHAIR:

Name: _____

Member Number: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

AWARDS CHAIR:

Name: _____

Member Number: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

HISTORIAN:

Name: _____

Member Number: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____