

Vice President

General Responsibilities:

Acts in the place of the President in any case of the President's failure or inability to act. Coordinates the activities of the PEC in accordance with the Operations Manual Assists the President and other officers as needed.

Banquet Location Selection

The Vice President with the Banquet Location Committee Chair take the lead in finding candidate hotels or other venues for PEC approval; however, no recommendation to the PEC should be made without the President's direct involvement The candidate venues should be chosen in April or May of the preceding year if possible. This allows the PEC delegates with the most recent experience to review the alternatives and make a recommendation to the PEC membership. The number of facilities on the peninsula that offer nice banquet facilities for 130+ attendees is limited. In the past, we have chosen a hotel such as the Omni, Radisson, Hampton Holiday Inn, Point Plaza Suites, The Embassy Suites Conference Center, the various hotels in Williamsburg, or the Huntington Ingalls Industries – Newport News Shipbuilding banquet facility. The Council is open to other suggestions.

Banquet Hotel Contract

The President with the related committee chair makes the detailed arrangements with the chosen hotel or venue. However, the President should sign the contract for the PEC. If a third party has an agreement with the venue, then the PEC should have a signed contract with the third party. The contract should list everything we expect of the hotel. Including:

- Date, Time, number of meals (minimum), expected cost Audio /Visual arrangement
- Bar, Wine by the Bottle, Head Table arrangement
- Table arrangement (8 or 10 seat tables with two color tablecloths, a centerpiece, etc.). The meal including salad, entree, bread, coffee tea, water, desert
- Times for the bar, wine, and dinner
- Number of Easels to display proclamations
- Card-stands on each table to hold the "Reserved For xxxx" signs
- Insure there will be a coatroom or coat rack for all guests
- Insure that a noisy party is not scheduled for an adjacent room
- There is usually a deposit required to hold the room for our specific date.

Participates on the Banquet committee,

- Finding the keynote speaker, if needed
- Takes responsibility for having all the awards engraved, *
- Retrieving all the Traveling Plaques*
- Arranging the plaques for view before the dinner and for presentation *
- Assures arrangements for any required A-V equipment *
- Provides assistance at the banquet as needed, acts as hospitality host with President

Identifies alternatives for the following year's EOY dinner, for review by the council, at the end of the year.

Studies and maintains the PEC Operations Manual to reflect lessons learned, and current activities.

Succeeds the President (usually).

*Usually assisted by a volunteer in these activities.

Typical Schedule:

May	Installation at dinner meeting
June	Reviews the current Operations Manual with the outgoing President and prepares any revisions.
Sept -Feb.	The President is responsible for the selection of all committees except the Nomination Committee; however, the VP Is active in the Banquet Committee and can report the status of plans for the Banquet
January.	Helps troubleshoots any outstanding Banquet issues Send out the banquet agenda to EOY, DEA, nominating societies, the guest speaker, and all other program participants, outlining the schedule of events. Collects all the Traveling Plaques and orders all other awards.* Brings the plaques to an engraver for delivery by the first week in February*
February	Helps insure that Banquet arrangements are finalized. Hotel notified of numbers of meals and menu selections, (from Ticket Chair & Treasurer) Speaker arrangements made
March	Provides a summary report of the NEW Banquet including: Ticket Sales Lessons Learned Comments from Society Delegates
April	If considering a public banquet facility, obtain bids and proposals from a number of candidate venues for the next year's banquet. If considering a private venue, e.g. the HII-NNS banquet facility, a reservation of the facility/date can be made early in the fall.

Banquet Considerations (Note: This list is repeated above for convenience under the President's duties)

The NEW banquet is one of the prime events with which the PEC concerns itself. This is the occasion for the awarding of the PEC selected Engineer of the Year (EOY), the Doug Ensor Award (DEA), and for celebrating the engineering profession.

Under the leadership of the Vice **President and the Banquet Committee Chair but with the involvement and oversight of the President**, this committee is responsible for the preparation and smooth execution of the National Engineers Week Awards Banquet. The PEC and its predecessor has held a NEW banquet since 1970. The PEC Vice President participates and reports on the planning and progress of the plans for the banquet and the following subcommittees. Most of these sub-committees consist of one volunteer.

Banquet Location Selection

The **Vice President** assists with the chore of finding candidate venues for PEC approval. Potential venue candidates should be selected in April or May of the preceding year if possible. This allows the PEC delegates with the most recent experience to select the venue. The number of facilities on the peninsula that offer nice banquet facilities for 130+ attendees is limited. In the past, we have chosen hotels such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites and Conference Center, The Hampton Convention Center Embassy Suites, and various hotels in Williamsburg. The Council is open to other suggestions. Due to rising meal costs at commercial facilities in recent years the PEC has taken advantage of a private banquet facility at HII-NNS. Typically, one or more PEC member societies have HII-NNS employees that can serve as sponsors for the use of this facility, which provides good quality food at a cost appreciably lower than commercial facilities.

Banquet Contract

The President, Vice President, or Banquet Committee Chair makes the detailed arrangements with the chosen venue. However, the President should sign the hotel contract for the PEC. The contract should list everything we expect of the hotel. Including:

- Date, Time, number of meals (minimum), expected cost Audio /Visual arrangement
- Bar, Wine by the Bottle, Head Table arrangement,
- Table arrangement (8-10 seats with two color tablecloths, a centerpiece, etc.). The meal including salad, entree, bread, coffee tea, water, desert
- Times for the bar, wine, and dinner
- Number of Easels to display proclamations
- Card-stands on each table to hold the "Reserved For xxxx" signs
- Insure there will be a coat room or coat rack for all guests
- Insure that a noisy party is not scheduled for next door.
- There is usually a deposit required to hold the room for our specific date.

Speaker Selection

A keynote speaker is invited each year that is of interest to the audience. It is the responsibility of the **Vice President** to recommend a speaker, and to coordinate with the speaker. However, the President should write a formal letter of invitation to the speaker, once selected. Note: **The speaker and his or her subject should be selected with the understanding that approximately 1/2 of the audience will not be engineers, but their wives or guests.**

The hotel **may** provide a free room with the banquet that is provided to an out of town speaker if a hotel is selected as the venue. This should be checked if an issue. A memento gift valued at approximately \$50 is usually given to the speaker. PEC will pay a stipend toward the speakers travel expenses (up to \$300)

Audio-Visual

Based on the agenda the audiovisual requirements of each speaker or presenter should be established and arrangements made. A Public Announcement (P/A) system and a large projection screen adequate for the room will almost always be required. This equipment can usually be borrowed through one of the council members, to eliminate the need to rent equipment from the banquet venue.

Head Table

The PEC **President** decides whether a Head Table on a riser at the front of the banquet hall, will be used. Generally, the tables will seat 4 persons per table, and it is nice to have 8-12 persons at the head table. The head table allows the audience to view the EOY, DEA awardees, and make for a more formal affair.

The alternative is for the President and guests to sit at a normal table that has easy access to the microphone. This option allows the EOY to sit with friends at a society table rather than on a riser. Both options are valid and are a matter of circumstance and personal taste of the President

General Seating

Open seating is the rule for the banquet except for groups that sell 8-10 or more tickets in blocks. Any group can reserve one table for each block of 8-10 tickets sold.

Ticket Prices

We try to keep ticket prices as low as possible to encourage as many engineers as possible to attend. The Shipyard (HII-NNS) usually buys several \$1000 sponsorships each year, in January. We should inform the Shipyard by the preceding September of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most HII-NNS employee of the PEC should make contact with the Community Affairs office and then distribute the HII-NNS tickets, usually to HII-NNS upper management according to that officer's wishes.

Recently, when the EOY banquet has been held at the NNS dining facility, the Shipyard has contributed direct financial assistance to defray the dinner catering expenses, in lieu of buying a \$1,000 block of tickets. Additionally, NNS engineering divisions have increased their participation and support of the EOY banquets by purchasing tickets for multiple tables for employees.

Free tickets are provided to the Award Recipients, their spouses, the religious leader who leads us in prayer (and spouse if appropriate), the guest speaker and spouse. Other free tickets can be provided by PEC after a vote by the Council, without violating Article V of the By Laws “Financial Affairs and Liabilities”

Invocation

The President usually requests the EOY’s minister/pastor/priest/rabbi, or religious leader to lead an invocation for dinner. If this is not possible, the President must find someone else to lead a prayer of thanksgiving.

Wine by the Bottle

A nice touch is to have the hotel sell a Virginia wine by the bottle or to have the venue provide the wine if funding and ABC laws permit. On average, we buy 1 bottle per table for the banquet above what the bar would normally take in.

Photographer

We should look for a volunteer from the PEC membership to take photos at the banquet. The photos can be given to each society and to the EOY after the banquet and should also be uploaded to the PEC web site. (If the venue is the HII-NNS facility then photographs are prohibited except for their photographer. The same will be true if the venue is held at NASA, the Jefferson Lab, or other classified government facility.)

We should contact the Daily Press prior to the banquet regarding their coverage of the EOY banquet and their requirement for a publishable photo for an article.

Banners

ASNE started a tradition of hanging the chapter’s banner on a wall or on an easel in the banquet hall in 1997. The venue should be asked permission ahead of time and the other societies given notice if this practice is to continue. (This custom seems to have disappeared over the last few years.)

Invited Political Guests

Political guests add prominence to the banquet particularly if they have issued a proclamation in support of engineers and Engineers Week. Political invitations should be extended to political figures that have taken steps to help the engineering profession or Peninsula related industry. The **President** issues the formal invitation. Such an invitation should include the dignitary’s spouse, or other guest.

Banquet Entertainment Committee (see Appendix)

PEC Operations Manual

The **Vice President** with the **President** maintains the Operations Manual. It is assumed that the **Vice President** will succeed the **President** in office, and that familiarization with the manual will help them lead the organization. Changes to the Manual should be made with the consensus of the **President**, and discussed at a Planning Meeting. A committee including the **Vice President** and other PEC officers should review the Operations manual during each summer to insure it describes how things should be done during the upcoming year. The manual should also be updated with changes during the year to reflect new or current practices, such as a revised nomination process. The Council can vote to instruct the **Vice President** to make specific changes to the Operations Manual; however, the Operations Manual is a guide and not a mandate. A change is considered complete when it has been published to the PEC web site.