

The President

General Responsibilities:

Acts as the public and intra-society point of contact for the PEC
Prepares meeting agendas and presides at all PEC functions (Monthly meetings, Career Days, banquet, etc.)
(See Ops manual CD for typical agendas by month)
Ex-officio member of all committees, except the Nominating Committee
Appoints special committees and chairpersons to all committees
Establishes PEC Goals
Attends Proclamation signings (When available)
Invites guests to the banquet such as a religious leader to give the invocation, political leaders, Engineer of the Year,
Doug Ensor Young Engineer.
Speaks at NASA/PEC Career Days at NASA-Langley, and acts as Master of Ceremonies.
Master/mistress of ceremony for the banquet: provides introductions, nominee awards, announcements, thank-you's, etc.
Is second signature authority on PEC bank account(s)

NOTE: To set up meeting times at ODU Peninsula Center Contact:

Mr. Robert Norman (or his successor)
Director, Peninsula Higher Education Center
ODU
766 5200, Fax 766 5201, Email: bnorman@odu.edu

Meeting Agenda Items and Presidential Activities - Detailed

August

EOY Committee meets, issues invitations to member societies to submit candidates for their respective awards.

September First Full Council Meeting

General familiarization -
Selection of Committee Chairs (See list below)
Review of EOY Committee Activities to date
Remind participating societies that EOY nominations are due by Oct. 1
Update signature authority on checking account i.e. add Presidents name to signature card
Review Audit Committee Report

October

Review submissions for EOY
DEA Committee report
Discuss any open issues regarding the dinner arrangements, speaker, etc.
Begin looking for speaker (V.P.)

November

Presentations on behalf of EOY nominees by society representatives
Review of voting procedures for EOY for December meeting
Send out society entries from the brochure for updating - to be received by December meeting
Remind: Nominations for DEA due by December 1.

December

Vote for Engineer of the Year
Reminder: President and various societies to re-write or check their entries in the banquet brochure and submit to Brochure chair by December meeting.
Check Status of EOY and DEA award plaques etc.
Speaker Selection
Banquet Menu selection for agreement with hotel, and for preparation of tickets, flier and brochure.
Receive information for the banquet brochure and flier i.e. bios & photos of nominees, society updates, etc.
Includes President's message
Congratulatory letters to the winners of the EOY and DEA (Include invitations to the dinner for themselves and their wives or guests (Sample below for the EOY, and others on the Ops manual CD in the "Letters" file)

January

Dinner invitation letters to Speaker, Minister (invocation) and EOY and DEA runners up (if runners up to be so invited).
Report of the DEA committee on selection for Council approval
Gathering of information needed for flier and brochure
Status of EOY
Start Career Day preparations - send out or have sent out "Requests for Booths" forms at NASA
Distribution of banquet tickets
Submit banquet brochure material to publisher
Distribution of fliers
Provide signature for award plaques to engraver

February - First meeting, first week in Feb

Check Brochure status
Check on banquet arrangements
Check ticket sales and reporting
Review program for Career Days and banquet (See example below)
Make sure new EOY knows he/she will be speaking at Career Days (10-15 minutes max.)

Engineers Week

February - Second meeting, Tuesday before banquet

Check ticket sales and reports - Summary to be provided to hotel for meal count
Check status of brochure
Any final table arrangements
Report President's guest (free) tickets

Career Days - Wednesday and Thursday 9:00-Noon

President MC's talks at NASA Langley Conference Center, coordinates with NASA coordinator.
Engineer of the Year speaks to students as part of program
President closes "lecture" part of program with brief remarks 5-10 minutes max.
Societies exhibit and talk to invited high school juniors and seniors

Awards Banquet - Saturday of Engineers Week

Social and Dinner followed by awards and speaker, roughly 6:00 to 9:00 PM, a hotel dining room

March

Thank-you letters to Speaker and Minister (Invocation) (See "Presidential Letters" File on CD)
Critique awards banquet
Critique Career Days
Nominations Committee report
Check inventory of award plaques, medals, etc

April

Presentation of the Officer Election Slate
Voting for Officers
Report inventory of awards plaques, medals, etc.
Appoint DEA Committee Chair (per the by-laws)
Decide location for annual Council dinner
Appoint Audit Committee (Usually 1 or 2 people)
Select Site for next year's award banquet
Collect Ops Manual discs for passing to new officers at May meeting

May - Council Dinner Meeting

Council dinner meeting
Formal election and installation of new officers
Appointment of Chair for EOY
Pass out Operations Manual discs to new chairs

The President (Cont'd)

Committee Posts to be filled

(Standing Committees From the Bylaws)

Engineer of the Year Nominating, Doug Ensor Award, Banquet Arrangements, Banquet Tickets, Program, Brochure, Publicity, Career Day, Hospitality, By Laws, Community Projects, and School Activities. (These committees are noted by an * in the chart below. Those not so noted have been developed over time as useful to the mission of PEC. I should be noted that under Sec. 2 of Article IV of the By Laws: "The President of the Council will establish any other committees needed to accomplish the purpose of this Council."

Note: This list is duplicated in a section below called "Part VI, Committees of the PEC" as part of a general introduction to committee activities

Committee/Activity	Volunteer (Names shown from '03-'04)	Society
*EOY Chair (April or May)	Ken Hoffman	ECVP
EOY Plaques/Awards	Jerry Pinkard	ASNE
*DEA Chair	Lynda Kramer (Past DEA winner)	
DEA Plaques/Awards	Lynda Kramer (Past DEA winner)	
*Banquet Arrangements	V.P. John Lin	ECVP
Speaker	Gregory Mills	SNAME
Entertainment?? (not used in '04)	LaDoris McLaughlin	NSBE
*Banquet Tickets	Gerry Tschabold	SAWE
*Banquet Program	Vice President	
*Brochure	Dan Vicroy	AIAA
Proclamations	Dan West (Past Pres.)	
Flier	Dan Vicroy	AIAA
*Publicity	Bill Horton	VSPE
*Career Days	Dollie McCown	NASA
Career Days - PEC Coordinator	President Lou De Grace	
*Hospitality	President & Vice President	
*By Laws	John Zinskie	ASME
*Community Projects	Dan Vicroy	AIAA
*School Activities	Dan Vicroy	AIAA
Web Site Maintenance	Ken Hoffman	ECVP
Financial Audit	Gregory Mills	SNAME
Nominating		

Note: Most "committees" consist of one willing person to achieve a limited task. Prime exceptions are the DEA, Audit, and Nominating committees. Details of these tasks are in separate sections below.

EOY Committee

Since the Engineer of the Year (EOY) is voted upon by the Council, and the rules and guidelines are set, the bulk of the EOY Committee can generally be accomplished by one person. This person should preferably be a past EOY, and should have a second in the event he or she is not available for some function of the committee. Usually a separate volunteer can be found to manage the award plaques.

Doug Ensor Award (DEA) (from the by-laws)

Sec. 1. - The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement.....

Doug Ensor Award Committee Make-up

The Doug Ensor Award **Chairperson** is **appointed by the President**, preferably from **previous Doug Ensor Award winners**. The committee chairman will, in turn, appoint between three to five committee members, of which at least two shall be past Peninsula Engineer of the Year recipients and the remaining members shall be past Doug Ensor Award recipients. Tenure on the committee should provide year-to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve

no more than four years. The term of the committee chairman and each committee member shall be from to April 30 of the following year. The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

Banquet Committee

The **Vice President** is generally in charge of the banquet arrangements. However, he/she normally has several key helpers for larger tasks - such as:

Tickets - described in detail under its own section below

Brochure - a magazine style program, described in detail under its own section below

Proclamations Committee - a large and key component of the Brochure. This committee obtains recognition from local, state and national governments of the contribution of engineers, to the community.

Flier - a letter sheet description of the banquet for posting at engineering work sites and sent to other venues of interest. Described in its own section below

Publicity - Newspaper stories, NEW section in local paper, etc. Detailed in its own section below.

NASA/PEC Career Days - a key activity for NEW. Usually the PEC **President**, via the Secretary distributes the forms required by NASA for this activity. NASA invites Juniors and Senior high school students to their Conference Center at Langley AFB for a morning. Member societies may display booths and explain their area of endeavor to the students. The **President** also acts as master of ceremonies for the opening talks by NASA personnel, and by the EOY for the year, as well as delivering some short inspirational remarks of his/her own.

Financial Audit Committee

The PEC **President** establishes a Financial Audit Committee each year, to review the Treasurer's records. The committee reviews all the financial records, and submits a report to the Council about their findings. The committee should review the balance sheet, budget, inventory, checkbook, and any other records to verify that the records accurately reflect the financial condition of the PEC. The Council shall approve the PEC President's nominees to the Financial Audit Committee.

Nominating Committee

A Nominating Committee, consisting of three delegates, representing three different societies, will be appointed by the Council not later than March 1. The Nominating Committee shall prepare a ticket which must be submitted to the Secretary by March 15. This ticket shall consist of at least one nominee for each office. Where possible, the nominee(s) for the office of President shall have served at least one term of office as an Officer of the Council.

Constitution and Bylaws Committee

This is an *ad hoc* committee, appointed by the **President** as needed to review and edit any proposed changes to the constitution and bylaws. While this is the responsibility of the PEC Secretary, John Zinskie has been the de facto chairperson of the committee and unofficial parliamentarian ever since he originally created the documents.

The President (Cont'd)
Banquet Agenda or Program

The PEC **President** should develop an agenda to cover all the speeches, presentations, meal and cash bar. List all activities. Each participant and assistant should be advised of their role at least 7 days before the banquet. A typical Banquet Agenda or Sequence of events should include:

4:00–6:00 Setup

Test microphones, Set-up Audio Visual equipment
Set-up Proclamations, Hang Banners, if any, and set up any other displays
Set-up Ticket Table
Layout any reserved tables

6:00-7:00 Cash Bar & Reception Line

7:00-7:05 Welcome by PEC President and invocation - Introduce Invocation traditionally by EOY's Pastor or other cleric. If no cleric available, the President may say the invocation

7:05 - 8:00 Dinner

8:00 Program

(Note: Times are guidelines, but should be considered maximums)

PEC President - Recognition of previous EOY's, DEA's and Past Presidents, current PEC officers, PEC members, and the musicians. Description of PEC and connection to the NEW. (5 minutes max)

Introduce DEA chairperson (2 minutes max)

DEA committee chairperson introduces the "Doug Ensor Award" (3 minutes)

Recognition of Runners-up & Presentation of plaques- (3 minutes each)

Introduces Chair of society that proposed DEA winner (1 minute)

Chair of the DEA winner nominating society: Presents and introduces award winner (3 minutes)

PEC President: Presents DEA award to the winner --

DEA Winner: Remarks (Option of winner)(3 minutes)

PEC President: Thanks to the DEA committee and chair (1 min.)

Introduce EOY chair (2 minutes)

EOY Committee Chair: Introduces "EOY award" (3 minutes)

Recognition of runner-up nominees- (3 minutes each)

Introduces chair of EOY Nominating Society (1-2 minutes)

Chair of EOY nominating Society: Presents and introduces the award winner (4 minutes)

PEC President: Presentation of the EOY award

Remarks by EOY (Option of winner - strongly encouraged)(5 minutes max)

PEC President: -- Thanks to the EOY committee and chair (2 min.)

Introduction of the Vice President (1-2 minutes)

PEC Vice President: Introduce the speaker for the evening (3 minutes)

(Approx. 8:45)

Keynote Speaker: 20-30 minutes.

PEC V. P. Presentation of momento gift to speaker (2 minutes)

PEC President: Closes Formal proceedings with thanks to those not previously thanked:

_____ for the banquet program and flier;

_____ for the EOY award plaques;

_____ for preparing and tracking the tickets;

_____ for obtaining the proclamations;

The Northrop-Grumman Shipyard for their support;

_____ **Ms. Dollie McCown** _____ of NASA for co-ordination and hosting of Career Days

Photo Session 9:15-9:30

(9:15 - End) Music, if provided. Dancing by those who can & listen by those prefer, if provided

The President (Cont'd)

Banquet Considerations (Note: This list is repeated for convenience under the V.P.'s duties)

Banquet Location Selection

The **Vice President** usually attends to the chore of finding candidate hotels for PEC approval. The hotel should be chosen in April or May of the preceding year. This allows the PEC delegates with the most recent experience to select the hotel. When the decision has been left to the incoming Council the discussions have been time consuming and divisive to the other activities. The number of facilities on the peninsula that offer a nice banquet facilities for 200+ attendees is limited. In the past we have chosen hotel such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites and Conference Center, and a various hotels in Williamsburg. The Council is open to other suggestions.

Banquet Hotel Contract

The **Vice President** makes the detailed arrangements with the chosen hotel. However, the **President** should sign the hotel contract for the PEC. If a third party has an agreement with the hotel, 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 (10 seats with two color table cloths, a center piece, 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 noise party is not scheduled for next door.

There is usually a deposit required to hold the room for our specific date.

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 Northrop-Grumman Shipyard (NGS) usually buys \$1000 worth of tickets each year, in January. We should inform The Shipyard during the proceeding July of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most NGS employee of the PEC should make contact with the community affairs officer and then distribute the NNS tickets, usually to NGS upper management according to that officer's wishes.

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. A good selection is the religious leader of the EOY or DEA recipient's place of worship.

Wine by the Bottle

A nice touch is to have the hotel sell a Virginia wine by the bottle. On average we buy 1 bottle per table for the banquet above what the bar would normally take in. It is an easy way to increase the hotel's revenue without charge to the attendee.

Photographer

A photographer has been engaged to take photos in the past. In 2003 & 4 a member of the PEC took the pictures, saving this expense. We should determine the requirements for publishable photos for the Daily Press, and look for a volunteer from the membership. The photos can be given to each society and to the EOY after the banquet. Sometimes the Daily Press will use the photos for an article. Digital cameras make sharing and publishing photos of the banquet much simpler, and should be encouraged. However, digitized film photos can also be used.

Banners

ASNE started a tradition of hanging the chapter's banner on a wall of the banquet hall in 1997. The hotel 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

This has not been done in several years, but has been left in the event that the PEC decides to revive the custom. In any case, if it is decided to re-instate this custom, it is the **President who issues the formal invitation. Such an invitation should include the dignitary's spouse, or other guest.**

Banquet Entertainment Committee

A member of the Banquet Committee is usually tasked with obtaining entertainment for the banquet. The entertainment can be a dance band after the awards ceremony or some background music during the social hour, which we have done since 1992. **Note that in the past few years, few if any have taken advantage of this feature, and it may be either changed or done away with at the decision of the PEC. ('03). The '04 banquet did not hire entertainment, but elected to utilize the hotels public address background music for the social hour.**

President (Con'td)

NASA/PEC Career Days

Objective

Career Days provides an opportunity for students to interact with engineers, scientists, and technicians. This opportunity may reinforce or broaden a student's career objectives. The **President** extends the invitation to exhibit to the member societies. This should include sending out the exhibitors' form. (See copy below)

Overview

NASA Langley Research Center together with the PEC hosts a Career Days program for high school students in the Greater Hampton Roads area during National Engineers Week, in February of each year. The program focuses on career information and opportunities for students who have shown potential and are interested in pursuing a career in high technology as an engineer, scientist, technician, or in a related field.

The **President** of the PEC **acts as the MC** for the program, which consists of a welcome from the Office of the Director, a NASA presentation regarding engineering co-op programs in general, and the NASA Co-op program in particular, a keynote address delivered by the elected Engineer of the Year, and concludes with brief remarks from the PEC president. (Sample remarks from '04 can be found on the CD)

Engineering professionals from NASA Langley's research and technology development directorates and PEC engineering societies will provide displays of projects and programs. During the interactive session, students will have the opportunity to discuss careers and related topics with exhibitors.

Approximately 700 high school students (350 per session) can be accommodated. Reservations are required.

Location:

H. J. E. Reid Conference Center
NASA Langley Research Center
14 Langley Boulevard
Hampton Virginia

Date: February 23-24, 2005 (note: Changes with each year--Wednesday and Thursday of Engineers Week)

Time: 9:30 am until 12 noon

Contact: Ms. Dollie McCown, Office of Education
NASA Langley Research Center
Mail Stop 400
Hampton, VA 23681-0001
Phone: 864-3111, email: d.m.mccown@larc.nasa.gov Fax: 864-9701

PEC Society Application to Participate

NASA requests that each participating society or exhibitor submit the following information by January 15 of each year. (See facsimile of Career Days application below.) Depending on Security Alert Status, there may also be other requirements for participants to get into the Langley complex.

Exhibit Set-up Requirements

Booth Size (usually they are 4 feet deep by multiples of 6 feet long or 6, 12, 18, 24 feet long)

Number of tables- 6 foots _____ 12 footers _____

Do you need a backdrop for hanging pictures, posters, etc.

Do you need electrical power (AC-120V)?

Do you need a telephone line or Internet connection?

Do you need a VCR, and/or a TV?

Other set-up requirements?

Return to: **Dollie McCown, NASA Langley Research Center, Mail Stop 400, Hampton VA 23681-001 or by fax 864-9701.** If you have any questions call 864-3111, or email: d.m.mccown@larc.nasa.gov

CAREER DAY PROGRAM
NASA LANGLEY RESEARCH CENTER
FEBRUARY 23-24, 2005

***** **EXHIBITOR'S REPLY FORM** *****

SET-UP/TAKE-DOWN INFORMATION

Time: 1-4:30 p.m., Tuesday, February 22, or
7-9 a.m. Wednesday and Thursday, February 23rd or 24th.
3:30 p.m. Thursday all exhibits must be removed.
Booth Size: 12' wide x 6' deep (If additional space is required, please call.)
Tables: 6' or 12' tables will be provided upon request. Table coverings are not available.
Electricity: Electrical outlets are limited. Please bring your own extension cords.
Backdrops: Temporary walls (4' x 8') are available upon request.
Security: Exhibits may be left intact from set up on Tuesday until after Thursday's session. Valuable items should be placed in the display each morning before the session opens.

EXHIBIT SELECTION

Career Day targets high-school-age students. Please keep their level of interest in mind when planning the design of your display. *Refer to the effective display suggestions listed in the cover letter.*

Please complete and return by **January 11, 2005.**

Society/Division _____

Contact Person _____ Phone _____

Company/Directorate _____

Mailing Address _____

City _____ Zip _____ Fax Number _____ Email: _____

EXHIBIT SET-UP REQUIREMENTS: Please indicate your needs.

Booth size _____ Electricity (AC-120V) _____

Tables: 6' _____ 12' _____ Back drop _____

Other _____

Return to: Dollie McCown, NASA Langley Research Center, Mail Stop 400, Hampton, VA 23681-0001 or by fax 864-9701. If you have additional questions, call 864-3117.