

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

Chairs 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

Arranges site for the following year's EOY dinner, with approval of the council, at the end of the year.

Maintains the PEC Operations Manual to reflect lessons learned, and current activities
 Succeed the President (usually), since all the hard work has been done planning this years banquet.

*Usually assisted by a volunteer in these activities

Typical Schedule:

May	Installation at dinner meeting
June	Reviews the current Operations Manual with the outgoing Vice President and prepares any revisions.
June - July	Provides Banquet budget and Break Even analysis to the Treasurer (Based on selected hotel menu) (Example below) Becomes familiar with the PEC web Site.
September	Establishes the Chairs of the NEW Banquet subcommittees, tickets, program, arrangements, etc..
Sept - Feb.	Reports the status of plans for the Banquet Troubleshoots any outstanding Banquet issues
January.	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	Insures 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	Reviews the proposed hotel selection, and contract for the next years banquet. (See information on Ops manual CD for past contacts at local hotels) Obtains bids and proposals from a number on candidate hotels for the next year's banquet.

Vice President (Cont'd)

Break Even Analysis (Shown for 2004)

The banquet is usually budgeted for 150 persons

A breakeven analysis should be done to determine the minimum price or how many tickets must be sold.

The analysis should include the following **revenue**:

Income	Banquet Brochure		1000
	Banquet Tickets	Normal 139* @ 25 \$/Ticket	3350
		Total Revenue	4350

(*150 total - 11 free tickets)

Expenses: ('04) Meals @ (18.12\$/ Meal + 11% Tax + 17 % Tip) ~23.50 per meal
where \$18.12 is the quoted “++ price” for the hotel

Paid Dinners	134 * 23.50	3149.00
Speaker Expenses	Travel (airfare meals extra)	0.00
	Hotel Room	0.00
	Gift of appreciation	50.00
	Free Dinners (2@ 23.50)	47.00
Engineer of the Year	Keeper Plaque	75.00
	Traveling Plaque update	50.00
	Free Dinners (2@ 23.50)	47.00
	Nominee Plaques 4 @ \$50/	200.00
Doug Ensor Award	Keeper Plaque	75.00
	Nominees Medallion	From Inventory
	Free Dinner (2@ 23.50)	47.00
	Nominee Certificates 4 @ \$15/	60.00
Other Free Meals	Minister & Spouse	47.00
Miscellaneous	Flyers	15.00
	Miscellaneous	15.00
	Proclamation Mounting	15.00
	Banquet Ticket Printing: 250 @ \$0.05/ticket	12.50
	Total Expense	\$4156.50 Aprox.
	Income from Paid Dinners + Brochure	4350.00
	Surplus	\$193.50

Notes: "Entertainment" was dispensed with in 2004 in favor of free, piped-in music via the hotel PA system. This seemed to be quite satisfactory, and no one missed the live music of previous years. The expense of a photographer was also dispensed with. Several PEC members had digital cameras available for PEC record purposes.

Free dinners in 2004 were as shown (8), + 3 for the EOY and DEA runners up (not their wives, which we expected to be picked up by their perspective societies. (The original break-even analysis showed 16 free dinners. However, those included the musicians, and photographer, which were eliminated, and invited local politicians, which were eliminated as not really done in our recent history.)

Ticket attendance is affected by EOY, the guest speaker, and where the banquet is located. A shipyard EOY or DEA will generate the largest turnout, followed by an AIAA, ASME, IEEE, in order of society size. If the guest speaker is a great draw, then attendance will be up to hear him or her.

Meal Count - the number of meals we tell the hotel to prepare. It is usually the $0.95 * (\text{Ticket Sales} + \text{Free Meals})$. The hotel will prepare tables and meals for 5% more than the meal count.

Vice President (Cont'd)

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), and the Doug Ensor Award (DEA)

Under the leadership of the **Vice 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 leads 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** 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.

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. This should be checked if an issue. A memento gift valued at approximately \$50 is usually given to the speaker. (In 2003, a nice desk clock with an engraving noting the occasion was given at a cost of about \$35.) 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. Today most speakers bring their own projectors, so this may not be needed. 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 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.

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.

Vice President (Cont'd)

PEC Operations Manual

The **Vice 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 will 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 should vote to accept any changes. The Council can vote to instruct the Vice President to make specific changes to the Operations Manual. A change is considered complete when it has been published to the PEC web site.