The Board of Managers shall consist of Section Officers and Board Members elected by the Section membership. They are responsible for the proper and successful operation of the Section. Committees are appointed by the BOM.
SECTION LEADERSHIP - SUMMARY OF POSITIONS

BOARD OF MANAGERS

The Board of Managers (BOM) is composed of the Section Officers and Board Members of the Section: President, Vice President, Secretary, Treasurer, and Board Members.

The Board of Managers is the governing body of the Section; they are responsible for the decision-making, and for the proper and successful operation of the Section. They are to engage in discussions and take votes on matters that affect the Section.

SECTION OFFICER POSITIONS:

President
Organize and preside over all Section meetings. Insist upon the planning of interesting and constructive meetings with adequate notice to members, consumer groups and others, and adhere to a definite schedule. Responsible for ethical leadership of the Section. The President is the primary spokesperson of the Section.

Vice President
The Section Vice President is the President's first assistant in the conduct of Section activities, and assumes all duties assigned by the President. The Vice President shall assume the role of Section President if the current Section President is unable to perform his or her duties.

Secretary
Maintain the efficient operation of the Section. Delegate responsibilities as necessary. Prepare and Issue notice of monthly meetings and of meetings of the Board of Managers to all members. Prepare minutes of all business meetings. Maintain a collection of all written policies, meeting minutes, contractual agreements, and committee charter documents that have been approved and adopted by the Board of Managers.

Treasurer
The Treasurer is responsible for fiscal management and reporting requirements of the Section’s finances. The position of the Treasurer may be combined with the position of the Secretary at the discretion of the Section. The Treasurer is responsible for following “Fiscal Management & Fiscal Responsibility”, as stated in the IES Section Guide.

Board Member
Board Members are the elected Members who sit on the Board of Managers. Board Members should acquaint themselves with the duties of all Section executive officers, as potential future replacements. Board Members have all the duties and responsibilities listed above for the Board of Managers.

Committee Chairperson
Recruit and organize committee members for the purpose of achieving the committee’s assigned mission. The Chairperson should organize regular periodic meetings for their committee, so as to maintain continuous forward progress and keep committee members engaged in the work of completing the committee’s mission.