



Cleveland  
Chapter  
PLSO

# Executive Committee Officer Handbook

Adopted January 2007

## INTRODUCTION

The information presented in this handbook is derived from the Constitution and By-Laws of the Cleveland Chapter and current procedures.

The ten (10) elected officers that form the Executive Committee of the Chapter are President, President - Elect, Immediate Past President, Secretary, Treasurer, Chapter Delegate, and the Four Trustees. One of the Past Presidents able to attend the meeting is also considered a member of the Executive Committee.

The duties of the Executive Committee include conducting all business of the Cleveland Chapter during the Chapter year. It shall be responsible for determining and implementing Chapter Policies and the use of Chapter Funds. To ensure an orderly transfer of duties and assignments the outgoing Executive Committee shall meet with the incoming Executive Committee no later than January 15th.

Since all members in good standing have the right to participate in all programs and deliberations of the Chapter, the Executive Committee meetings will be scheduled prior to the Annual Meeting in January and published in the newsletter. The meeting should be at a set location for the year making it easy for any Chapter Members to attend if they desire.

# PRESIDENT

**Eligibility:** Elected from roster of Professional, Retired and Life Members in good standing.

**Term:** Two remaining years. The first year as President - Elect, the second as President and the third as Immediate Past President.

## Duties & Deadlines:

1. Preside at all Chapter meetings as Chief Executive Officer.  
**Annual Chapter meeting:**
  - A) Announce Trustee appointments.
  - B) Announce key committee chair & data bank liaison appointments.
  - C) Detail the year's goals & how to attain them.
  - D) Encourage membership attendance at PLSO conferences, seminars and all Chapter functions.
2. Notify candidates of the results of the election, responsible for Trustee's Committee appointments with the concurrence of the appropriate Trustee and a Calendar of Events for the year, all prior to the January Executive Committee Meeting.
3. Establish goals for the year with strategies for completion. Prepare a written charge to each committee chair expressing desired results and the deadline for a written report.
4. Be a signatory on the Chapter bank accounts and coordinate signing the bank account signature cards with the Treasurer and new President – Elect at the Annual Meeting in January and appoint the Financial Review Committee.
5. In a timely manner sign the Chapter agreement with the State PLSO office.
6. Represent the Cleveland Chapter at the Annual PLSO Conference and Seminar.
7. Email a "President's Comments" column to the Communication Trustee for every Chapter Newsletter.
8. Prepare an agenda for each Executive Committee meeting and email to the Chapter Secretary for distribution with the meeting notice.
9. Request nominations for Chapter Officers, State Officers, Local "Surveyor of the Year", State "Member of the Year" and the State "Surveyor of the Past".
10. Chair the Budget Committee and present proposed budget by November 1.  
**November Executive Committee Meeting:**
  - A) Present proposed budget for the next year.
  - B) Appoint the Teller's Committee.
11. Invite all chapter officer candidates to the Executive Committee Meetings held in November, December & January to assure a smooth transition and arrange for someone to pick up and distribute mail regularly from the P.O. Box beginning in January.
12. Submit a written report concerning all Chapter activities to the membership at the conclusion of the term of office and to the State PLSO office for inclusion in the Annual Report Book.

# PRESIDENT - ELECT

**Eligibility:** Elected from roster of Professional, Retired and Life Members in good standing.

**Term:** Three years, the first year as President-Elect, the second as President and the third as Immediate Past President.

## Duties & Deadlines:

1. Attend all Chapter meetings.
2. Assume the duties of or represent the President upon the President's request.
3. Chair the following committees:
  - a. **Financial Review Committee** - Minimum of a three-person committee responsible for the annual review of the Treasurer's ledgers within thirty (30) days of the end of the fiscal year. Committee includes the incoming and outgoing Treasurers or an additional member of the Executive Committee if the Treasurer has been re-elected.
  - b. **Nominating Committee** - presents a slate of candidates to the Executive Committee no later than October 15, close nominations on October 31, create and mail ballots to the general membership no later than November 15th.
  - c. **Tellers Committee** - Minimum of a three-person committee to tabulate ballots received by December 31st and reports the results to the President no later than January 5th.
  - d. **Referendum Tellers Committee** -in the event of a referendum petition, create and mail ballots to the general membership and tally the results thirty (30) days after the mailing. This will be a three-person committee, that must include a signatory of the challenging petition, which shall submit a written report of the results to the President, the Executive Committee and the General Membership.
4. Co-Chair the Membership Committee with the Membership Trustee.
5. Be a signatory on the Chapter bank accounts.
6. Prepare a list of new officers and send to State PLSO office, secretary and newsletter editor. Include Name, Address, work phone, home phone, fax number and e-mail address.
7. Order "Plaque of Appreciation" for outgoing President no later than January 1st.

## IMMEDIATE PAST PRESIDENT

*There is a very real possibility that the Immediate Past President is the member of the Executive Committee with the most experience.*

**Eligibility:** Served as Chapter President.

**Term:** One remaining year of a three year term. The first year as President - Elect, the second as President and the third as Immediate Past President.

### **Duties & Deadlines:**

1. Attend all Chapter meetings.
2. Chairperson of the Past Presidents Advisory Committee.
3. Member of the Program Selection Committee selecting speakers for the Chapter Seminar meetings and additional meetings as necessary.
4. Author a "Seminar Meeting Review" column for the Chapter Newsletter.
5. Liaison to PLSO Executive Director for matters of conference planning (Cleveland is a conference site every three years).
6. Other duties as requested.

# TREASURER

**Eligibility:** Elected from roster of all Members in good standing.

**Term:** One year.

## **Duties & Deadlines:**

1. Attend all Chapter meetings.
2. Responsible for Chapter checking and saving accounts and certificates of deposit.
3. Pay bills and deposit all receipts in an expeditious manner.  
**Annual bills that sometimes get lost:**
  - a. Post office box rental.
4. Contact bank to arrange for change of address and signature cards prior to the Annual Meeting.
5. Coordinate the dues list with the Membership and Communications Trustees to maintain current roster.
1. Prepare a written monthly report and an annual report of the Chapter Finances to present to the Executive Committee and the Chapter Membership. A copy of the annual report is sent to State PLSO office.
2. Furnish to State PLSO any financial information about the Chapter when requested. Maintain records of sales tax on any items sold and submit check to State PLSO monthly (if required).
3. Chair of the Finance Committee and member of the Budget Committee, Financial Review Committee and the Audit Committee.
9. Mail out memorial donations & letters for deceased Chapter Members & their families.
10. Verify income and expense reports for Chapter activities (Seminars, Golf Outing, Picnic, School...)
11. Reimburse, in a timely manner, the Executive Committee Members and other Committee Chairpersons for expenses incurred in the running of Chapter Business such as: mileage and hotel expenses of the President attending Conferences, mileage to State Executive Committee meetings by the Chapter Delegate, newsletter printing and postage, miscellaneous copying or printing fees, seed monies for the Golf Outing – Summer Event – Seminars...

# SECRETARY

**Eligibility:** Elected from roster of all Members in good standing.

**Term:** One year.

## **Duties & Deadlines:**

1. Attend all Chapter meetings.
2. Take minutes of all regular and special meetings of the Chapter.
3. Email an abbreviated copy of these minutes to the newsletter editor in advance of the newsletter deadline.
4. Seven days prior to the Executive Committee meeting, a copy of the minutes from the past meeting and a meeting agenda will be emailed to each of the following:
  - a. All members of the Executive Committee.
  - b. All Past-Presidents of the Cleveland Chapter.
  - c. The State PLSO Officers, Executive Director and newsletter editor.
5. Maintain a "Chapter Archive" of the year's correspondence, minutes and reports in both paper and electronic format.
6. At the end of December, prepare copies on CD of the Chapter Archive for each of the new members of the Executive Committee to be distributed at the Executive Committee Meeting in January.

## CHAPTER DELEGATE

**Eligibility:** Elected from roster of Professional, Retired and Life Members in good standing.

**Term:** One year.

### Duties & Deadlines:

1. Attend all Chapter meetings.
2. Attend all State Executive Committee meetings including the Annual Meeting during the Conference.
3. Maintain a log of expenses and regularly submit reimbursement requests to the Chapter Treasurer.
4. Upon receipt of the State Executive Committee minutes via email, forward a copy via email to all members of the Chapter Executive Committee and Chapter Past Presidents.
5. Submit a written report to the Chapter Executive Committee.
6. Email an abbreviated report to the newsletter editor indicating highlights reflecting on the Chapter and notice of special requests prior to the newsletter deadline.
7. Submit written reports to the State Executive Committee of the Chapter activities and send a copy to the Chapter Secretary for the archive.
- 8.

## Communication Trustee

**Eligibility:** Elected from roster of all Members in good standing.

**Term:** Two years. Trustees may be reassigned at the discretion of the Chapter President.

### Duties & Deadlines:

1. Attend all Chapter meetings.
2. Prior to the January Executive Committee Meeting coordinate with the President-Elect to set calendar deadlines for the newsletter for the next year.
3. Solicit and secure advertisers for the Newsletter. Eight newsletters are published each year (March, April, May, June, September, October, November and January). Prepare and send invoices to advertisers and follow up with collection notices as necessary. Update advertisements as necessary and encourage advertisers to place full page flyer inserts.
4. Process requests for "Help Wanted / Position Wanted" advertisements and send invoices.
5. Maintain a current membership roster and mailing list in cooperation with the Membership Trustee, Treasurer and Chapter Delegate. Verify accuracy of Chapter Roster by requesting a copy from the State PLSO office by the end of January and the end of July.
6. Prepare and distribute the Chapter Newsletter by emailing a PDF copy to the Chapter website administrator. Email notices that the new newsletter is available for downloading to: All Chapter Members, State PLSO Officers, State PLSO Executive Director, State PLSO newsletter editor, Presidents of all PLSO Chapters and Advertisers.
7. Coordinate with the Education Trustee and the Chair of the Summer Social Event to produce a flyer for distribution in early July. Email a copy to the Chapter website, PLSO Executive Director for the PLSO website and email notices to All Chapter Members, State PLSO Officers & Executive Director, Presidents of all PLSO Chapters. Print a master and send to the Education Trustee for additional distribution.
8. Submit an annual written report of committee activities to the President.

## Program Trustee

**Eligibility:** Elected from roster of all Members in good standing.

**Term:** Two years. Trustees may be reassigned at the discretion of the Chapter President.

### Duties & Deadlines:

1. Attend all Chapter meetings.
2. Select the facility, meals, etc. for the six (6) regular Chapter Seminar Meetings (one PDH per meeting).
3. Co-Chair the Program Selection Committee selecting speakers for the Chapter Seminar meetings and additional meetings as necessary.
4. Obtain speaker biographical data and financial data (1099 form) prepare advertising in a timely manner for maximum coverage in the Chapter Newsletter. Coordinate with the Chapter Newsletter Editor for deadlines. Coordinate with the Treasurer for speaker honorarium.
5. Maintain registration for Seminar Meetings and provide certificates for attendees.
6. Select the facility and meal for the June meeting (Survey School Graduation) and the January Chapter Annual Meeting
7. Assist Committee Chairs for the William J. Haas Memorial Golf Outing and the Summer Social Event in determining dates and venues. Coordinate with the Chapter Newsletter Editor and Ohio Surveying News Editor for deadlines.
8. Submit an annual written report of committee activities to the President.

## Membership Trustee

**Eligibility:** Elected from roster of all Members in good standing.

**Term:** Two years. Trustees may be reassigned at the discretion of the Chapter President.

### Duties & Deadlines:

1. Attend all Chapter meetings.
2. Co-Chair the Membership Committee with the President Elect.
3. Cooperate with the Communication Trustee and the Treasurer in maintaining a current Chapter Roster.
4. Prepare and keep current a "Welcome Package" for new members including items such as a copy of the Chapter Constitution, Directory of members, Chapter Calendar....
5. Encourage membership retention.
6. Contact all chapter members whose names appear on the annual "drop list."
7. Compile mailing list of Registered Surveyors within the Chapter Boundaries and send invitations and notices of seminars.
8. Submit an annual written report of committee activities to the President.

## Education Trustee

**Eligibility:** Elected from roster of all Members in good standing.

**Term:** Two years. Trustees may be reassigned at the discretion of the Chapter President.

### **Duties & Deadlines:**

1. Attend all Chapter meetings.
2. Co-Chair the Program Selection Committee selecting speakers for the Chapter Seminar meetings and additional meetings as necessary.
3. Select site, faculty, curriculum and schedule for the Certified Survey Technician School.
4. Coordinate with the Communication Trustee to prepare a school flyer prior to early July and distribute to engineering/surveying firms, city engineering/building departments and county offices within the Chapter boundaries and adjoining chapters.
5. Provide the Executive Committee with a roster of CST school students in September and the list of graduates in May. The school cannot be suspended for more than one year.
6. Coordinate with any sub-committee chair for any seminar/workshops.
7. Be responsible for audio - visual equipment.
8. Submit an annual written report to the President.

# Meetings

All meeting are open to the General membership.

## Annual Meeting

### ORDER OF BUSINESS

1. Call to order and devotions
2. Roll call of Officers
3. Reading and acceptance of minutes of previous annual meeting.
4. Treasurer's report
5. Ratification of the proposed budget.
6. Committee reports.
7. Accept the Actions of The Executive Committee.
8. Unfinished business.
9. Installation of Officers.
10. New business.
11. Remarks for the good of the order.
12. Adjournment

## Executive Committee Meeting

Quorum: At least five (5) members of the Executive Committee provided that either the President or the President-Elect attends the meeting.

## Seminar Meeting

### ORDER OF BUSINESS

1. Call to order and devotions by the Chapter President.
2. Announcements by the Chapter President:
  - results of discussions of the Executive Committee Meeting.
  - reminders of important upcoming events.
3. Introduction of the Speaker by the Program Trustee.
4. Speaker / Program.
5. Mention of next meeting topic and speaker by the Program Trustee.