

## 2018 NEW OFFICER INFORMATION SHEET

- 1) WELCOME & INTRODUCTION OF STAFF: Gary Steffen; ASEE VP, Member Affairs
- 2) ASEE HEADQUARTERS SUPPORT: Jessalyn Vermillion; Controller and Director  
Tim Manicom; Membership Director
- 3) Distribution of Materials:
  - a) New Officer Information Sheet (this sheet)
  - b) Presentation Notes
  - c) New Officer Form (must be submitted to [t.tucker@asee.org](mailto:t.tucker@asee.org) by July 1)
  - d) Disbursement Forms (must be submitted to [j.vermillion@asee.org](mailto:j.vermillion@asee.org) by July 1)
- 4) NEW OFFICERS PRESENTATION: Tim Manicom, Membership Director
  - a) Officer Manuals & Forms available at: **[www.asee.org/member-resources/resources](http://www.asee.org/member-resources/resources)**
  - b) [ASEE Financial Policy](#)
  - c) [ASEE Constitution](#)
  - d) [ASEE Bylaws](#)
  - e) [ASEE Public Policy](#)
  - f) [Signature Form](#) (PDF format)
  - g) [Disbursement Form](#) (PDF format)
  - h) [Zones & Sections Operating Manual](#)
  - i) [Division & Constituent Committee Operating Manual](#)
- 5) Division/Section By-Laws, Officers, Meetings, and more
  - a) [Division information](#)
  - b) [Section information](#)
- 6) [ASEE Awards Program information](#)
  - a) [Lists of all awards, sorted by type, with nomination guidelines and forms](#)
  - b) [Awards Policies & Procedures Manual](#)
- 7) Members Only (must log in, once per session using the email address associated with your ASEE membership and your user-created password)
  - a) [Personal ASEE Home Page](#)
  - b) [Electronic membership directory](#)
  - c) [On-line professional listing and contact information update](#)
  - d) Publications
    - i) [ASEE Prism](#)
    - ii) [Journal of Engineering Education](#)
    - iii) [Advances in Engineering Education](#)
    - iv) [Profiles of Engineering and Engineering Technology Colleges](#)
    - v) [Division publications](#)
    - vi) [ASEE First Bell Newsletter](#)
    - vii) [ASEE Connections Newsletter](#)
    - viii) [Capitol Shorts Newsletter](#)
  - e) [Classified ads](#)
- 8) Communicating with your constituents
  - a) [Mailing Labels](#)
  - b) [Rosters](#)
  - c) [Listservs](#)