

ASEE Division and Section Officer Update Guide

Prepared by ASEE Membership | Updated annually for the June 29th officer update deadline

Revised: September 22, 2026

Annual deadline: Division and section officer updates should be completed in Impexium by **June 29** each year.

Quick Checklist

- Complete all officer updates in Impexium by **June 29**.
- Review current officers and confirm each person has the correct role and end date.
- Add incoming officers using the **Executive Committee** section of your ASEE profile.
- Do not delete officers; use end dates to preserve leadership history.
- Do not end your own chair role until all updates are complete.
- Confirm that all required positions are assigned where applicable.
- Contact membership@asee.org if you need help updating officer records.

Who Should Use This Guide

This guide is intended for ASEE division and section chairs or another designated officer authorized to update executive committee records for the group.

Purpose

This guide explains how ASEE division and section chairs should update incoming officers in Impexium before the start of the next ASEE society year.

Accurate officer records help ensure that the correct leaders receive ASEE communications, retain access to officer materials, and have their leadership service recorded properly in their ASEE member profiles.

Annual Deadline

All officer updates should be completed in Impexium by June 29 each year.

Before the society year ends, chairs should log in to their ASEE [account](#) and update their group's incoming officers in Impexium. Even if officers are continuing in their current roles, chairs should review the records and confirm that each officer has the appropriate end date.

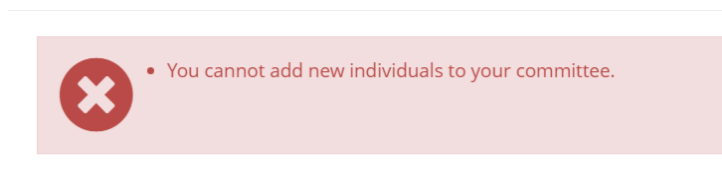
Current records help officers maintain access to officer materials and ensure they receive officer-related announcements from ASEE HQ.

How to Update Officers

1. Log in to your ASEE account at <https://members.asee.org/account/profile-page>.
2. Click the orange **Update / edit Executive Committee** button to the right of the Overview tab.
3. Use the **Add** button to enter incoming officers.

Important Instructions

Only current ASEE members may serve on section or division executive committees. If Impexium indicates that an individual cannot be added to the executive committee, the person is not currently an active ASEE member. They must reactivate their membership by logging in to their ASEE [account](#) and selecting **Become a Member** on the left side of the landing page.



Do not remove yourself as chair until all updates are complete. Once your end date is set to the current date or an earlier date, you will lose access to the committee update webpage.

Do not delete officers. Instead, set an appropriate end date so that each person's leadership history remains part of their ASEE record.

If an officer is changing roles, end the current role and add the new role separately. This ensures that the officer's leadership history is recorded accurately.

If a needed position is not listed, contact membership@asee.org so ASEE Membership can add it before you assign the officer.

Required Positions

In addition to the positions outlined in the group's bylaws, ASEE requires the following positions to be filled where applicable.

Position	Required/Optional	Purpose
BASS Account Manager	Required	ASEE will share financial information with this person. This is a separate position from treasurer, but the same person may serve in both roles.
Program Chair	Required	ASEE will invite this person to the program chair orientation later in the summer.
Web Manager	Required	ASEE will grant this person access to update the group's website.
CDEI Delegate	Required	This person represents the group on ASEE's Commission on Diversity, Equity, and Inclusion.
Interdivisional Town Hall Delegate	Required	This person serves on the planning committee for the Interdivisional Town Hall held during the ASEE Annual Conference, helps shape discussion topics and format, participates in planning meetings beginning in January, and may optionally facilitate a discussion table during the conference.
P-12 Engineering Education Delegate	Required	This person serves as the group's liaison to ASEE's Commission on P-12 Engineering Education, participates in commission meetings as scheduled, and shares relevant announcements, resources, and opportunities with the unit.
Authorized Listserv Sender	Optional	Assign this role to officers who should send announcements through the listserv. The listserv system refreshes Friday evenings.

Common Questions

Why am I seeing "You cannot add new individuals to your committee"?

This message usually means the person is not currently an active ASEE member. Only current ASEE members may serve on division or section executive committees.

Can one person hold more than one role?

Yes. If one person is serving in multiple roles, each role must be entered separately so that

each position is recorded correctly in the individual's ASEE membership and service history.

If someone is both Treasurer and BASS Account Manager, should I enter them twice?

Yes. Treasurer and BASS Account Manager are separate positions. If the same person serves in both roles, add a separate entry for each position.

If my Web Manager also needs listserv access, do I need to enter them twice?

Yes. Web Manager and Authorized Listserv Sender are separate roles. By default, only the division chair and program chair can send messages to the ASEE listserv. If another officer should be able to send messages, assign them the Authorized Listserv Sender position.

Why doesn't a newly added officer appear on the executive committee roster?

If the officer's term start date is in the future, their name will not appear on the executive committee roster until that start date.

Need Assistance?

For help with officer updates, membership status questions, or access to the committee update webpage, contact ASEE Membership at membership@asee.org.