

**Jefferson City Chapter**  
**Missouri Society of Professional Engineers**  
**Vice President Duties**  
July 2011 to June 2012

- Organize location, food, speaker, and logistics for chapter meetings and social events
  - Chapter Meetings – Last Tuesday of every month at the American Legion in the Annex
    - 573-636-2311, normally speak with Debbie Walker
    - Have had meetings at the Eagle’s Club and McAllister’s
    - Coordinate speakers
      - Try to contact potential speakers several months in advance of the meeting
        - Notify the Board when a speaker is confirmed, presentation summary is available, etc.
      - Try to reconnect with speaker about one month before the meeting to get a summary of the presentation, verify who all will be attending, etc.
        - At this time, ask the speaker for a brief biographical statement for inclusion in the email to members, and for introduction at the chapter meetings.
      - Try to contact speaker the week before the meeting to verify A/V needs and verify how many people will be coming with the speaker, etc.
      - Try to meet speaker before everyone else arrives so they can finish eating early to prepare for their presentation
    - Send Blast Email about 1 week in advance of meeting
      - Consider sending 2 weeks in advance for months with 5 weeks, or if the meeting date is different than the last Tuesday of the month.
    - Prepare PDH form for meeting
    - Bring projector/laptop/screen for speaker, if necessary
      - Also bring extension cord and power strip
  - Social Events – Usually in the evenings (Thursdays)
    - Same duties as chapter meetings
    - Shrimp Feed and Wing Ding in August
      - No speaker
      - Usually at Binder Lake Pavilion
    - Spouses Meeting in October
      - Typically have a non-technical speaker
      - Recently at Summit Lake Winery (wine tasting “class”) and N.H. Schepper Distributing Company on St. Mary’s Blvd.
    - Christmas Dinner in December
      - No speaker
      - Recently at O’Donahues and Madisons

- Joint Chapter Meeting with Central Chapter (Columbia)
  - Alternate responsibilities with Central Chapter (or work it out with Central Chapter)
    - 05/06 – We organized speaker
    - 06/07 – We organized location/food
    - 07/08 – We organized location/food
    - 08/09 – We organized speaker and recommended location
  - Usually have a speaker
  - Recently at Summit Winery in Holts Summit, Copper Kettle in Ashland. and Tananzio's in Guthrie
- Joint BBQ Meeting with ASCE Chapter in May
  - Share duties with ASCE, but no set cycle
    - 08/09 – We organized location, speaker, tour and food
  - Have had speakers in the past
  - Have had tours, as applicable
  - Usually at Riverside Park Pavilion
- Other duties as assigned by President