



COOPERATIVE & EXPERIENTIAL EDUCATION DIVISION

American Society for Engineering Education

POSITION DESCRIPTIONS AND QUALIFICATIONS

PART I- EXECUTIVE BOARD

I. CHAIR

Objective: To oversee and coordinate the activities of the Cooperative and Experiential Education Division (CEED) and to ensure that CEED continues to serve the best interests of its members and the cooperative education and experiential education community.

Responsibilities include but are not limited to:

- A. Serves as an officer of CEED and assumes responsibility for the day-to-day functioning of the division.
- B. Interacts with ASEE Headquarters as follows:
 - 1) File official cash disbursement signatures with ASEE.
 - 2) Inform ASEE Executive Director of any fund-raising activities.
 - 3) Inform ASEE Membership Department of all CEED activities.
 - 4) Welcome (written) all new members upon receipt of listing from ASEE.
 - 5) Prepare requests for operating budget allocation.
 - 6) Assures that the CEED by-laws are in compliance with ASEE's by-laws.
- C. Is a member of the CEED Executive Committee and is an ex-officio member of all Division Committees.
- D. Convenes, organizes, and presides at all division meetings: Executive Committee, Executive Board, and Business Meetings.
- E. Organizes and carries out strategic long range-planning for the division including membership goals and objectives.
- F. Appoints all standing committees authorized by the division by-laws and special committees authorized by the members of the division's executive committee.
- G. Oversees the division's annual conference program with the executive committee and and the program committee. The Chair has ultimate responsibility to see that the duties of the Program Chair are carried out.
- H. Oversees division finances and approves expenditures.
- I. Guides all unit offices and committee chairs in fulfilling their specific duties.

- J. Serves a three year term on the PIC-V Board (as Chair-Elect, Chair and Past Chair) and is the senior member of the CIEC Executive Board. On a rotational basis, may hold specific CIEC Board positions.

II. CHAIR-ELECT

Objective: To support and assist the Chair and assume the role of Chair if the Chair is unable to serve.

Responsibilities include but are not limited to:

- A. Serves as an officer of CEED and is a member of the Executive Board and the Executive Committee.
- B. In continuous contact with Chair to discuss topical issues, receive information, and help solve problems.
- C. Maintains liaison with the Chairs of the CEED committees and shall be the Chair's representative in direct contact with CEED Committee Chairs and assists with coordinating the activities of the CEED committees.
- D. Reviews all committee budgetary requests before they are presented to the Executive Board.
- E. Assists in carrying out those policies and programs as agreed upon by the Chair and the Executive Board.
- F. Assumes duties as requested by the CEED Chair.
- G. Maintains CEED Board and Committee mailing list.
- H. Responsible for obtaining the Chair's plaque for the outgoing CEED chair to be presented at the CIEC Conference, at which time the gavel is passed.
- I. Responsible for obtaining the gift which is presented to the outgoing Chair by the Chair-elect.
- J. Serves a three-year term on the PIC-V Executive Board (as CEED Chair-Elect, Chair, and Past Chair.)
- K. Serves as the junior member of the CIEC Executive Board. On a rotational basis, may hold a specific CIEC board position.
- L. Responsible for obtaining the gift for the CIEC General Conference Chair when CEED has main responsibility for the conference.
- M. Ensures the CEED website is updated.

Reports to: CEED Chair and Executive Board III. PAST CHAIR

Objective: To advise the Chair and present a slate of nominees to the membership of officers and directors.

Responsibilities include but are not limited to:

- A. Acts as an advisor to the Chair as needed.
- B. Serves as Chair of the Nominating Committee.
- C. Reports to the CEED Executive Board on activities of the Nominating Committee.
- D. Is a member of the CEED Executive Committee.
- E. Serves a three-year term on the PIC-V Board (as Chair-Elect, Chair, and Past Chair.)
- F. Presents a slate of nominees to the membership at the annual Business Meeting for election to the Executive Board.
- H. Is an annual dues-paying member.
- I. Attends all board meetings. Votes on items of official business.

Reports to: CEED Executive Board and the general membership.

IV. SECRETARY

Objective: To record the official record of all business conducted by CEED.

Responsibilities include but are not limited to:

- A. Serves as an officer of CEED and is a member of the Executive Board and the Executive Committee.
- B. Keeps all official business records of division activities.
- C. Submits official minutes at each division board and business meeting for approval within two weeks of a board meeting.
- D. Serves as an ex-officio member of the division publicity and/or newsletter committee.
- E. Turns all division files and records over to the succeeding secretary as soon as he/she takes office. Periodically, sends official records to Archivist.
- F. Is an annual dues-paying member.
- G. Attends all board meetings. Votes on items of official business.
- H. Has a two year term limit.

Reports to: Chair, CEED Executive Board, and the general membership

V. TREASURER

Objective: To keep accurate financial records of CEED income and disbursements.

Responsibilities include but are not limited to:

- A. Collects all division income and disburses all monies authorized by the division chair and the board. Maintains auditable financial records. Keeps the division chair informed on the division's financial status.
- B. Submits a financial report at each division board and business meeting for approval.
- C. Turns all division financial files and records over to the succeeding treasurer as soon as he/she takes office. Keeps records of outstanding receivables and payables of the division.

Periodically, sends official records to Archivist.

- D. Is an annual dues-paying member.
- E. Attends all board meetings. Votes on items of official business.
- F. Has a three year term limit.

Reports to: Chair, CEED Executive Board, and the general membership

VI. ACADEMIC AND INDUSTRY REPRESENTATIVE BOARD MEMBERS

Objective: To conduct the official business of the Cooperative and Experiential Education Division.

Responsibilities include but are not limited to:

- A. Be an annual dues paying member.
- B. Attends all board meetings. Votes on items of official business.
- C. Attends CIEC each year and participates if possible.
- D. Works on board assigned projects.
- E. Reads and becomes familiar with CEED by-laws.
- F. Actively recruits new members (Employer and School).
- G. Promotes CEED as an organization.
- H. Serves as a mentor and an advisor to the Executive Committee.
- I. Serves on Chair-assigned committees (standing/ad-hoc).
- J. Is responsible for special projects at the request of the chair.
- H. Has a three year term limit.

Reports to: CEED Chair

VII. NEWSLETTER EDITOR-

Objective: To produce a periodic Newsletter providing pertinent and special interest information on CEED and cooperative education to the general membership.

Responsibilities include but are not limited to:

- A. Serves on the CEED Executive Board as a voting member.
- B. Sets deadlines for submission of information to the Newsletter.
- C. Collects, correlates, and edits submitted materials.
- D. Publishes timely Newsletter for distribution to the membership.
- E. Secures up-to-date mailing labels from the Division Archivist.
- F. Submits invoices to Treasurer for cost reimbursement.
- G. Is an annual dues-paying member.
- H. Attends all board meetings. Votes on items of official business.
 - I. Three year term

Reports to: Chair, General Membership

VIII. ARCHIVIST

Objective: To preserve, for historical purposes, events and activities of the Cooperative and Experiential Education Division

Responsibilities include but are not limited to:

- A. Serves on the CEED Executive Board as a voting member.
- B. Keeps, catalogues, and transfers to his/her successor, those division documents which are not normally kept by the Secretary and Treasurer but are indicative of the activities and achievements of the division and its members.
- C. Takes responsibility for filing the appropriate historical documents in the division's archival library.
- D. Other duties as assigned by the Chair.
- E. Three year term

Reports to: Executive Board

PART II- STANDING COMMITTEE DESCRIPTIONS

I. AWARDS

- A. Works with appointed committee to select awards recipients as appropriate.
- B. Publishes deadlines and criteria for accepting nominations for specific awards.
- C. Promptly communicates awardee selection to ASEE headquarters.
- D. Obtains necessary information on awardee to transmit to ASEE headquarters for publicity and publication.
- E. Notifies awardee of selection and presentation details.
- F. Notifies nominators of nominees who were and were not selected.
- G. Works with Division's CIEC program chair to prepare for awards presentations at CIEC. This includes ordering plaques, program printing and management of recognition event and any necessary travel accommodations.

II. COMMUNICATIONS/PUBLIC RELATIONS/EMPLOYER RELATIONS

Coordinates or assists other board members in the implementation of various projects that are designed to heighten awareness of the Cooperative and Experiential Education Division of the American Society for Engineering Education and the services it offers for its members and for potential members.

- A. Assists with the CEED Newsbriefs.
- B. Assists with marketing the CEED Directory.
- C. Develops methods to encourage interaction among the members.
- D. Assists with CEED fundraising.
- E. Markets the organization through interchange with other groups including the Cooperative Education Association, National Commission of Cooperative Education, National Society of Black Engineers, Society of Women Engineers, etc.
- F. Assists other board members with mailings of brochures, fliers, etc. that promote the organization and its benefits, particularly to potential employer members.

III. PROGRAM

Program Chair for ASEE Annual Meeting

- A. Works with unit to develop sessions according to ASEE delegates' interest. Sends out Call for Papers, and solicits workshops, sessions and lectures. Identifies reviewers for session drafts and final papers.
- B. Coordinates sessions within the time frame set by headquarters, including inviting speakers, notifying headquarters of logistics, participants, etc.*
- C. Works with Headquarters in developing a written program; as liaison with unit, speakers, and participants, in on-site management of sessions.*
- D. Schedules an off-site get together for CEED Conference participants and presenters.

**All Program Chairs should refer to the Program Chair Guidelines for details of responsibilities and deadlines. These Guidelines are available from the ASEE Meetings and Conferences Department.*

Program Chair for CIEC

- A. Consult with the Division Chair and Executive Board and work with the Chair in the development, organization and conduct of programs. A Program Chair shall be responsible for program planning at the Conference for Industry and Education Collaboration as long as CEED is participating in the CIEC.
- B. Attends the CIEC Conference planning meetings - one at the end of the previous conference, and one during spring at the conference site.
- C. Coordinates sessions within the time frame set by CIEC Conference Management team, including inviting speakers, notifying headquarters of logistics, participants, etc.
- D. Promotes the CIEC to CEED membership, follows up with previous attendees.
- E. Prepares final report for CEED Board following conference.

IV. MEMBERSHIP

- A. Keeps a roster of all division members. Roster of division membership can be obtained from ASEE Headquarters.
- B. Establishes a timetable each year to try an increase CEED membership.
- C. Establishes timetable to periodically receive updated CEED Membership information from ASEE Membership Chair.
- D. Sends CEED information and ASEE application to those who express an interest in CEED.
- E. Sends out periodic emails to the division announcing our new members and encourages all members to attend CIEC.
- F. Sends a reminder to current CEED members to renew their membership.
- G. Creates and sends promotional advertisements to Prism Magazine as requested by CEED Board.

V. RESEARCH

- A. Works with appointed committee to identify research needs in cooperative engineering education.
- B. Distributes the Request-for-Proposals for the CEED Research Grant throughout the cooperative education community.
- C. Works with appointed committee to select the CEED Research Grant recipient(s).
- D. Notifies the grant recipient of selection and negotiates terms of the specific grant.
- E. Sponsors a Research Session annually at CIEC.
- F. Works with appointed committee to develop appropriate strategies to work with other cooperative education associations as well as agencies, foundations, and government agencies to strengthen and promote relevant research in the field.

PART III- SPECIAL ASSIGNMENTS

I. CEED STUDENT OF THE YEAR AWARDS

Guidelines and sample forms are available from the Awards Chair.

II. FREUND AWARD (every other year)

A Committee is appointed by the President of ASEE. The Chair of CEED is a member of the committee.

B Guidelines for selecting recipient are available through ASEE Headquarters.

IV. CEED DIRECTORY OF ENGINEERING COOPERATIVE EDUCATION and INTERNSHIP PROGRAMS

A. Directory is published every other year.

B. Income after expenses is solely for the division itself.