



Welcome to the Board!

Following is information to help you carry out your role as a Board member.

125th ASEE Annual Conference

This year's Conference is held at the Salt Palace Convention Center, in Salt Lake City, Utah, June 24-27, 2018. The new member reception will place on Sunday June 24, 2018 in the Grand Ballroom I. The reception begins at 12:00 pm and ends at 1:00 pm.

At the Award Ceremony & Lunch, you will be introduced and receive the ASEE Board of Directors pin from incoming president Stephanie Farrell. Outgoing President Bevelee Watford will host the President's Reception at 6 pm to 7:30 pm in the Grand Ballroom A-H, Salt Palace Convention Center.

ASEE Home Page

Your photo, name and address will appear under the "Welcome to ASEE" Board section once the site following the Annual Conference. Please email Laura Byers, Assistant Board Secretary (l.byers@asee.org) your full contact information including assistant's name, email and telephone number. Please submit this information as soon as possible.

<http://www.asee.org>

Information, Material for HQ

Board List: Check your name and address on the enclosed Board list. Make any corrections and return to Laura Byers. A new list will be sent after corrections and additions are made.

Board Brief: You will receive the Board Brief via email on a regular basis. It will keep you up to date on items of interest at headquarters. We like to include information from you as well, so if you attend a meeting or take a trip that would be of interest to the Board, please email the information to Norman Fortenberry (N.Fortenberry@asee.org).

Board Stationary: Electronic Board stationary is available. Stationary will be available after the Annual Conference and after the elections for Vice President Institutional Councils, VP-

PIC's and First Vice President have taken place. The election of these officers takes place on Wednesday, June 27, 2018, at the first meeting of the new Board of Directors.

General Information

Annual Report: All Board members are required to write a brief annual report that is due at headquarters May 25, 2018. This report only needs to cover the following: name of council/office; what meetings of units you represent; when & where; significant actions or major events of your unit; any problems of which you are aware; activities planned for the coming year; and any comments or suggestions.

Finance Committee: Composed of: Vice President, Finance, President, President-Elect, Vice President, External Relations, Executive Director and two individuals (they need not be ASEE members). The Finance committee meets immediately before the winter and summer Board meetings and before the fall & spring Executive committee meetings.

Executive Committee: Comprised of the President, President-Elect, Immediate Past President, Vice President External Relations, Vice President Member Affairs, Vice President Institutional Councils, Vice President PIC's, Vice President Finance and the Executive Director. This committee meets in the fall and spring.

Constitution & Bylaws: To view a complete copy of the ASEE Constitution and bylaws visit ASEE's web site at:

<http://www.asee.org/welcome/html/constitutionbylaws.htm>

Future Meetings

Executive and Finance Committee Meetings	October 5, 2018
Winter Committee and Board Meetings	February 2-3, 2019
Summer Committee and Board Meetings	June 16-19, 2019

Future Conferences

2019	June 16-19	Tampa, Florida
2020	June 21-24	Montréal, Québec, Canada
2021	June 27-30	Long Beach, California

Financial Consideration

ASEE will pay for travel expenses to the winter Board meeting. You will receive information and details well in advance. The reimbursement form (in binder) should be filled out, receipts attached and returned to Norman Fortenberry following the meeting. You should always book ahead for travel and find the least expensive air fare. Meals are reimbursed at the government rate.

ASEE does NOT reimburse any expenses in connection with the ASEE Annual Conference including attendance at the summer Board meeting. For more information about financials, see the Financial Manual on