



# **Appendix D: RESPONSIBILITIES OF SECTION OFFICERS, EXECUTIVE COMMITTEE AND COMMITTEE CHAIRS**

## **RESPONSIBILITIES OF SECTION OFFICERS**

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The following is a list of **suggested** responsibilities for the officers of your Section. Each section is encouraged to develop volunteer job descriptions that suit their specific needs. Bullet points marked with an \* are required.

### **Chair**

- \*Must be a current ANS at the time of election and throughout the term of office.
- \*Must demonstrate dedication to ANS Strategic Plan and be willing to effectively execute the duties and responsibilities of the position.
- \*Support ANS objectives and initiatives at the local level
- Develop an annual Operation Plan based on the needs and interest of your section
- Obtain Executive Committee approval
- Call to order and preside at meetings of the Section
- Call to order and preside at Section Executive Committee meetings
- Assure minutes are prepared, approved, and distributed
- Appoint committee chairs and delegate assignments
- Coordinate communications with ANS headquarters
- Inform section of ANS activities and issues
- Support topical and national meetings
- Implement Standard Bylaws
- Provide nominations for various ANS national positions and awards
- Participate in Local Sections Committee meetings and programs

### **Vice Chair**

- \*Must be a current ANS at the time of election and throughout the term of office.
- \*Must demonstrate dedication to ANS Strategic Plan and be willing to effectively execute the duties and responsibilities of the position.
- With the assistance of the chair, prepare agendas and notify committee
- Fulfill duties of the Chair in the Chair's absence

**Secretary**

- Maintain Section records
- Document Section activities
- Permanent record storage as needed
- Prepare meeting minutes
- Prepare and submit annual report to ANS headquarters before August 31
- Forward approved minutes to ANS headquarters
- Manage Section communications (mailing list, newsletter, website)
- Prepare, distribute, and collect election ballots in accordance with Section Rules.
- Notify ANS headquarters of election results as soon as available.

**Treasurer**

- Receive and deposit all funds
- Disburse all funds in accordance with Section Bylaws and Rules
- Prepare financial reports and applicable tax returns
- Periodic reports to the Section and Executive Committee
- Prepare Annual Financial Report and provide to ANS headquarters
- Prepare State and Federal Tax Returns as required

# RESPONSIBILITIES OF SECTION COMMITTEE CHAIRS

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## **Executive Committee Members - General**

- Assist Chair in forming and staffing Standing & Special Committees
- Participate in policy decisions according to section bylaws

## **Arrangements Committee**

- Makes physical arrangements for all section meetings
- Organizes and runs purely social events
- Activities authorized by the Executive Committee

## **Public Education / Outreach Committee**

- Provide nuclear information to general public, educators, students and policy makers
- Scholarships, Science Fairs, and Student Awards
- Classroom assistance (speakers, films, publications)
- Teachers' workshops and courses
- Coordinate closely with the ANS Communications Committee
- Coordinate meetings with elected officials

## **Finance Committee**

- Set financial policy
- Propose and/or review budgets

## **Honors & Awards / Scholarship Committee**

- Prepare nominations for Society awards via ANS National Honors & Awards Committee
- Review and evaluate scholarship applications
- Promote scholarship opportunities on a local level
- Recognize contributions within the Section

## **Membership Committee**

*\*Goal as described in Standard Bylaws and Rules: R13.1.3.1. Membership Committee – Committee composed of not fewer than two (2) Section members or Participants, charged with the duty of bringing the advantages of the Section and of Society membership to the attention of qualified candidates. The Committee will also maintain the Section's membership lists.*

- Maintain section membership mailing list
- Identify and recruit new section members
  - National ANS national members in Section's territory
  - New ANS national members
  - Non-members at Section activities and meetings
- Retain existing members
- Follow up on delinquent dues
- Report membership activity to Section and Executive Committee
- Work with ANS HQ to deliver most effectively (catered to the Section and membership goals) the benefits of joining the National and Local Section membership.

- a. Use the template PowerPoint presentation created by ANS national, "[Benefits of Membership in the American Nuclear Society](#)".
- Look for ways to encourage membership throughout the year
  - a. Membership form available fillable online via smart phones
  - b. Encourage members to find new faces at meeting to talk to and introduce to other members of like interest at beginning of each social hour before the meeting. Establish a Welcoming Committee to provide orientation of benefits.
  - c. Hold membership drive at social and technical meeting events
  - d. Plan a Plus 1 to an event and sign them up for membership
  - e. Talk to local business leaders to promote membership

### **Program Committee**

- Plan and organize section meetings
- Hold a minimum of two (2) meetings per year\*
- Coordinate activities with other Section committees
- Arrangements, Publicity, Public Information, and Newsletter Committees

*\*Goal as described in Standard Bylaws and Rules: B8: Meetings*

*The Section shall hold no fewer than two (2) meetings each year, one of which shall be the Annual Meeting.*

### **Publicity Committee**

- Communicate news of the Section with ANS national, technical and local communities
  - Press releases
  - Newspapers and published media
  - Journals of other societies
  - TV and radio coverage of events
- Prepare publicity on upcoming meetings for Section membership
- Meeting notices (in conjunction with Program Chair)
- Prepare articles about Section activities
  - Local media
  - *ANS News, Nuclear Cafe*

### **Newsletter Committee (Editor)**

- Prepare and distribute written communications to Section members
- Section objectives, upcoming activities
- Information on past Section events
- Membership materials

### **Plant Branch Representative**

- Represent the Plant Branch at Executive Committee meetings in accordance with the Section Rules

# ANS Savannah River Section Treasurer Duties

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## From SR Rules

R6.1.d The Treasurer shall collect and disburse funds as authorized by the Executive Committee. The Treasurer shall deposit the funds of the Section in a repository approved by the Executive Committee, shall handle the financial accounting, shall present a financial report at Section meetings while in office, and shall submit the books of account to be audited by the Auditing Committee when leaving office. The Treasurer shall be responsible for filing with the Executive Director of the Society, not later than February of each year, an annual financial report consisting of an operating statement of income and expenses. The Treasurer shall file any required tax forms with the Internal Revenue Service (IRS) to preserve the non-taxable status of the Section. The Treasurer shall also have such other duties as may be assigned the office by the Executive Committee. In the absence of the other three officers, the Treasurer shall preside at meetings of the Section.

R13.1.b.3 Finance Committee - composed of at least one (1) Section members or Participants and the Treasurer, who shall have supervision over and responsibility for the financial affairs of the Section and its books of account. This Committee shall be chaired by the Section Vice Chair. This Committee shall also prepare the annual budget for presentation to the Executive Committee at the first meeting of the next fiscal or activity year.

R13.2.a.2 Auditing Committee - composed of not fewer than two (2) Section members or Participants whose sole function shall be to audit the outgoing Treasurer's book of account.

## Filing Tax Annually

The fiscal year for ANS-SR is July 1 – June 30.

After each year the Treasurer is required to file a tax return.

Which form depends on total income for the year. Generally it will be the 990-N E Postcard.

Log onto IRS.gov and follow the prompts.

USER ID = XXXXXX

Password = XXXXXX

After successfully filing the return, keep a copy of confirmations in the IRS folder.

## Check PO Box

ANS-SR maintains a PO Box at the South Aiken Post Office.

Box # 7001

2 Keys (Treasurer and Kevin Okula)

The ANS-SR address is:

American Nuclear Society Savannah River Section  
PO BOX 7001  
AIKEN SC 29804-7001

### **Preparing Budget**

Assist the incoming Chairman and the EC in preparing a proposed budget for the upcoming fiscal year. It is best to update the prior year budget (the Treasurer has the computer file).

### **Making Deposits**

Each checking account has its own stamp for the back of the checks.

The regular checking account has a regular record book and regular deposit slips.

The Benjamin Scholarship account has large checks, large deposit slips, and we use the left margin of the checks to record the balance (it may be necessary to staple on a regular sheet)

### **Paying Bills**

Generally bills are paid with a check or charge to provide proper records.

For each item provide a page in the Treasurer's Notebook with pertinent information including date (top right), check number, who to, amount, etc. I staple any deposit slips to the page and write on the deposit slip and who it is from.

I also keep a copy of the meeting attendance roster with information on who attended, how much was collected, and how much paid.

### **Reconciling Checking Accounts**

ANS-SR has two checking accounts at Regions.

Regular account: 05XXXXXXXXXXXXX7

Benjamin Scholarship account: 0XXXXXXXXXXXX8

After the first of the month reconcile both accounts as follows:

1. 1. Get out both check books
2. Log onto the Regions internet site: <https://www.regions.com/>
3. Enter Online ID: XXXXXXXX
4. Enter Password: \_\_\_\_\_
5. Click on Online Statements
6. Click on the first account PDF
7. Print the statement (I usually only print the first page)
8. Close that tab and print the second account statement (e.g. first page only)
9. Close the tab and log out.
10. For each account:
  - a. Mark off in the checkbook the cleared checks, etc. (I use the first letter of the month to note clearance)(I also draw a line in the checkbook after the last cleared item and put "Rec" next to it.)
  - b. Check the balance (mark on statement that it has been reconciled)
  - c. File the hard copy of the statements in Treasurer's Book

### **Preparing Monthly Treasurer Report**

1. Open the computer file for the last Treasurer Report
2. The report covers the previous calendar month
3. Change the date at the top
4. For the regular checking account:
  - a. Copy last month's balance at the bottom and paste it over the -2 month balance at the top.
  - b. Update the INCOME, EXPENSE, CHANGE AND BALANCE lines
  - c. Check all math
  - d. Update the dates at the bottom
5. Do the same for the Benjamin Scholarship Account
6. Save the file with a name like this: Treasury Report 2015-04-13.docx
7. Print out enough copies for the EC (e.g. 10)
8. I put a copy of the last Technical Meeting attendance on the back
9. (I usually Email the Chairman a copy for his advance information)

### **Preparing monthly Budget Report**

1. Open the computer file for the last Budget Report
2. Save with a new name e.g. ANS\_SR\_2015-2019\_budget 2015-04-13 update.xlsx
3. Update the expense numbers (I put changes in **Bold**)
4. Print out enough copies for the EC (e.g. 10)

### **Meetings**

#### **1. Prepare for Meetings**

- a. Check cost of meal and obtain change from bank
- b. Be sure you have the Square Reader
- c. If convenient, check PO Box

#### **2. During Meetings**

- a. Bring metal box with change, checkbook, Square Reader, and Receipt Book
- b. Arrive at least 15 minutes before the meeting starts.
- c. ANS-Administrator will provide a list of attendees.
- d. Collect money and note how paid (cash, check, charge card)
- e. Pay the restaurant for the meals

#### **3. Meeting Follow-up**

- a. Have or obtain roster
- b. Check money balances (access checking account to get receipts from Square)
- c. Check checks and cash received vs the roster
- d. Deposit cash and checks to checking account.
- e. Staple deposit slip to copy of roster and file in Treasurer's Notebook

### **Scholarship Fund**

We maintain a separate bank account for the scholarship money. When receiving contributions, send an acknowledgement letter and update the contributor list.

The Chair of the Scholarship Committee will give you a list of awardees and the amounts.

Use our special scholarship checks to make these awards. (I had my wife print the checks)

### **Maintaining Records**

A Treasurer's Notebook is maintained that contains chronological documents for all activities.

This includes bank statements, treasurer's reports, budgets, bills paid, and deposits. Put the date on the top right of the paper.

I put the most recent page on top.

See chapter policy on long term retention of records. (In all cases, maintain all tax paperwork).

### **Auditing Treasurer's Records**

Make records available for audit and assist in the audit.

SAMPLE