



American Welding Society

Houston Section

Executive Committee

The Houston Section of the American Welding Society was organized to sustain, support, and promote local interest in the welding profession by association of similarly interested persons involving meetings to present talks, appropriate papers, and the interchange of ideas, welding demonstrations, exhibitions, and lecture courses.

The Executive Committee was created to direct the activity of the Section. Committee functions serve the needs of managing and promoting the Section's operations. The scope of duties defined herein are designated to provide interaction between the various committee to:

- 1) Form a broader base for each committee numerically.
- 2) Share the total work load more equitably
- 3) Provide each committee member with a better understanding and appreciation of the Section's objectives.

The success of the Section will be in direct proportion to the interest and support invested in all of its activities by all of its committee members. Each committee member has an obligation to diligently, effectively, and continually strive to fulfill the responsibility vested in them by the membership's confidence in electing them.

Chairman

The Chairman is the chief executive of the section. The general responsibility for the execution and supervision of the Section's activities reside in the Chairman. The Chairman's main objectives are to see that plans of the Executive Committee are implemented and are consistent with majority representation acting within parliamentary procedure and in accordance with the laws, by-laws, and objectives of the Society and the Section.

Specific duties include but are not limited to:

- 1) Supervise and promote the affairs of the Section under the direction of the Executive Committee.
- 2) Preside at meetings of the Section, of the Executive Committee and be an ex-officio member of all committees.
- 3) Appoint alternates when unable to preside or fulfill his established duties.
- 4) Provide a schedule of activities and functions for the Executive Committee.
- 5) Call meetings of the Executive Committee as frequently as essential to meet the needs of the Section.
- 6) Appoint chairs and members to the various committees and assign specific responsibilities, subject to approval of the Executive Committee.
- 7) Require periodic reports from all committee chairs.
- 8) Insure that all obligations with regard to communication and reports meet the requirements of National.
- 9) Give notice to the Executive Committee regarding the time and location of meetings.
- 10) Serve as a member of the District Executive Committee.

First Vice Chairman

The First Vice Chairman is the second chief executive of the Section. In the absence or the disability of the Chairman, all duties will be assumed by the First Vice Chair unless otherwise directed by the Chairman.

Specific duties include but are not limited to:

- 1) Assume all duties of the Chairman in his absence or disability, as directed by the Chairman. Serve as first assistant to the Chairman.
- 2) Serve as ex-officio member of the Publicity & Program Committee.
- 3) Provide for program arrangements at the regular meetings. This includes securing speakers or preparing contents of the program, coordinating space, food, and beverage requirements, meeting audio-visual requirements for presentations.
- 4) Prepare the monthly newsletter and coordinate mailings.
- 5) Arrange for speaker's gifts.

Second Vice Chairman

The Second Vice Chair is the third chief executive of the Section. The responsibility of the Second Vice Chair is to support the functions of the various committees and officers.

Specific duties include but are not limited to:

- 1) Assume the duties of the Chairman in the absence and disability of the Chairman and First Vice Chairman, as directed by the Chairman. Serve as second assistant to the Chairman.
- 2) Serve as ex-officio member of the Hospitality & Sponsor and Education Committees.
- 3) Scholarship Committee: Appoint a minimum of 2 additional members, and chair the committee. The committee shall distribute applications to eligible institutions and candidates in sufficient time for awarding of scholarships before the May meeting. Upon approval by the Executive Committee, winners are to be notified and invited to the May meeting for awarding of the scholarship. The committee shall also arrange for transfer of the appropriate funds and provide names to the First Vice Chair for publication in the newsletter.
- 4) Nomination Committee: The Second Vice Chair shall appoint the Nominating Committee for the nomination of candidates for positions on the Executive Committee.

Treasurer

The Treasurer is the official custodian of the Section's funds. The Treasurer receives and distributes the Section's funds only upon orders made by the proper authority.

Specific duties include but are not limited to:

- 1) Responsibility for receipt and disbursement of Section funds.
- 2) Provide the Executive Committee with copies of monthly financial reports.
- 3) Obtain invoices, receipts, or statements for all disbursements.
- 4) Call a meeting of the Audit Committee in late May or early June.
- 5) Prepare the Treasurer's Annual Report of finances as required by National.
- 6) Reconcile monthly bank statements.

Secretary

The Secretary is the official correspondent of the Section. The Secretary shall provide minutes of all official business of the Section.

Specific duties include but are not limited to:

- 1) Bring to the attention of the Chairman all correspondence, bulletins, notifications, and matters affecting the Section's activities as well as those which the Chairman should bring to the attention of the Executive Committee.
- 2) Maintain a current mailing list of organizations and individuals who should receive meeting notices in addition to regular members.
- 3) Provide minutes of all official Executive Committee meetings.
- 4) Prepare and send to both the District Director and National the Annual Report.

Past Chairman

The immediate Past Chairman's responsibility is to lend support to the Section as a whole in an advisory capacity and to generate financial support for the Section through sponsorship solicitation.

Specific duties include but are not limited to:

- 1) Solicit prospective and present sponsors of the Section.
- 2) Serve as ex-officio member of the Membership & Sponsor Committee in the areas that promote membership of the Houston Section and student activity.
- 3) Notify Past Chairs of Past Chairman's Night.

Section Certification Chairman

The Section Certification Chairman acts as a liaison for certification programs between the National Qualifications and Certifications Committee and the local Section. The Certification Chairman coordinates the administration of certification programs with National's Examination Coordinator.

Duties of the Section Certification Chairman are:

- 1) Inform Section members of the schedule and timetable in administering the certification programs. Secure proctors for the CWI exams.
- 2) Assist prospective candidates in obtaining information/literature on the CWI and other certification programs.
- 3) Arrange for a stock of AWS QC-1 standards and applications for local distribution if the Section desires.
- 4) Coordinate timing of education courses with the certification exam dates.
- 5) Complete the Section Agreement Form and return it to National's Q&C Department Exam Coordinator.
- 6) Secure an exam facility that is conveniently located.

The Section Certification Chairman is responsible for promoting and coordinating certification programs in the regional area. The Chairman should be knowledgeable in the CWI requirements. It is desirable, but not mandatory, that the Chairman is a CWI. The Chairman should be an active member of the Section.

Section Student Chapter Coordinator

The Chairman may appoint a Student Affairs Chairman who would be a liaison between the Section and its student members and any student chapter operating within the boundaries of the Section. The Student Chapter Coordinator should be invited to attend Executive Committee meetings, and should assist student and Student Chapters in any way possible to promote AWS and a career in welding. Several suggestions are

- 1) Provide speakers for the Student Chapter meetings.
- 2) Make 1 meeting per year "Student's Night" with a speaker who can discuss the career opportunities in welding.
- 3) Offer meal discounts to students who attend Section meetings.
- 4) Present awards to students for scholastic excellence.
- 5) Obtain equipment/supplies from local companies for student use.
- 6) Sponsor specific projects to be implemented by students.
- 7) Sponsor a student paper/poster project.

Section Technical Representative

The Technical Representative is the official custodian of the Section's technical publications furnished by National. Generally, the Technical Representative's responsibilities are as follows:

- 1) Arrange to acquaint members of the Section with the new publications received from National.
- 2) Arrange to have these publications added to the Section's library location.
- 3) Maintain a complete set of the Society's codes, standards, specifications, and books on welding as furnished by National and keep National informed of its location.
- 4) Maintain other technical publications that become the property of the Section.
- 5) When a successor has been appointed, all publications should be turned over to the newly appointed Technical Representative, and National notified of the change.