

# **Society of Hispanic Professional Engineers**

## **Greater Los Angeles Professional Chapter**

### **Board Positions Qualifications and Responsibilities**

This document describes the qualifications, duties and responsibilities of the offices open for the 2006 elections of the SHPE Greater Los Angeles Professional Chapter.

### **Positions Open for 2006 Elections**

The President, Vice President, and Student Representative offices are open for the 2006 elections of the SHPE Greater Los Angeles Professional Chapter.

### **Candidate Qualifications**

The candidate for President & Vice-president office must be a regular member as defined in Article IV of the SHPE L.A. By-Laws and has paid his/her membership dues as of **February 15, 2006**.

SHPE L.A. officers that have served two consecutive terms in the same office cannot run for the same office in 2006 elections.

### **Position Responsibilities and Duties**

The President and Vice President shall serve a two-year term.

#### **The President shall:**

1. Represent the SHPE L.A. Chapter.
2. Be the point of contact for the organizational and financial matters of the Chapter, as well as, all other business concerning the Chapter according to policies and guidelines set and approved by the BOD or the Chapter.
3. The President shall chair and preside at BOD, general, and special meetings.
4. The President and the BOD shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad hoc committees, subject to the approval of the majority of the BOD.
5. Be one of the two people (the other being the Treasurer) responsible to sign any documents related to financial matters, i.e. proposals, checks, etc.

#### **The Vice-President shall:**

1. Assist the President in all business concerning the chapter membership
2. Be responsible for the establishment of programs aimed at the professional and cultural development.
3. Co-Chair all meetings and chair meetings in the absence of the President
4. Assist the President and the board in business concerning the Chapter
5. Increase educational opportunities for Hispanic youth, especially in engineering, science, and mathematics, and assist local student chapters and their members in meeting their goals.