



HEEP Officer Duties



Before becoming Secretary

A. Before accepting offer to become HEEP Secretary

1. Determine that you are willing to serve and commit a percent of your and your staff's time dedicated to HEEP tasks
2. Obtain written authorization from your department's management that they will support you by allowing you to commit your and your staff's time and to agree to fund any necessary travel
3. Obtain Passport (if planning on attending Area 5 meeting) if you don't have one already

B. At Annual Meeting

1. Attend Board of Directors (BOD) Meeting if possible to start getting acquainted

Secretary

A. Before Annual Meeting

1. Participate in quarterly BOD calls and take minutes
2. Work on Tasks and/or Committees as directed by the HEEP President or BOD
3. Start looking for possible location when you host the Annual Meeting
 - a. number of rooms in facility
 - b. meeting rooms available
 - c. technology hall space
 - d. cyber café space
 - e. hospitality room space
 - f. hotel contract requirements
4. Start forming your core committee

B. At Annual Meeting

1. Attend Board of Directors (BOD) Meeting and take minutes
2. Prepare Board of Directors Meeting summary report to be given during the 1st session of HEEP Business Meeting
3. Attend Student reception/briefing meeting (Sunday)
4. Attend the Board of Directors gathering
5. Attend and take minutes from both sessions of the HEEP Business Meeting.
6. Moderate the HEEP Roll Call & Area Reports
7. Moderate one of the HEEP Meeting Sessions (if asked)
8. Take notes:
 - a. To be used in preparation for your meeting.

C. After Annual Meeting

1. Work with the HEEP President and Vice-president to finalize the Board of Directors and HEEP Business Meeting minutes and transmit them to the HEEP Webmaster for publication on the HEEP Webpage
2. Participate in quarterly BOD calls and take minutes
3. Work on Tasks and/or Committees as directed by the HEEP President or BOD
4. Continue the planning effort for when you host the meeting
 - a. select the site and finalize the contract as soon as practical
 - b. Start forming your working committees
 - i. Finance
 - ii. Hospitality
 - iii. Guest Program
 - iv. Technical Program
 - v. Hotel Arrangements
 - vi. Registration

HEEP Officer Duties

Vice-president

A. Before Annual Meetings

1. Create an Invitation Video or just show tourism video(s)
2. Participate in BOD quarterly calls
3. Prepare a Brochure, Invitation Letter, and Invitation Packets for HEEP and Area meetings
4. Encourage the Area Directors to promote attendance at HEEP and ESP participation
5. Work on tasks or committees as directed by the International President
6. Work with Area Directors contacting non-participating states to encourage attendance at Area and Annual Meetings
7. Prepare a plaque or award for the outgoing International President.
8. Attend the Area meetings
9. Send an "official" request from the current IHEEP President asking newly nominated secretary to consider nomination...

B. At Annual Meeting:

1. Attend Student reception/briefing meeting
2. Attend the Board of Directors meeting
3. Attend Board of Director gathering
4. Attend the both session of the HEEP Business Meeting
5. Take notes:
 - a. To be used to help HEEP Secretary prepare BOD & Business Meeting minutes
 - b. To be used in preparation for your meeting next year
6. Present the President with the Plaque / Award of Appreciation to the outgoing International President

C. After Annual Meeting

1. Gather and verify the dates and locations of Area meetings and pass this along to HEEP Webmaster. Include the names of the Area Directors, Area Secretaries, and Meeting contact person (in the case it is not in the same state as the Director)
2. Participate in BOD quarterly calls
3. Work on tasks or committees as directed by the HEEP President
4. Prepare for your conference
5. Continue the planning effort for when you host the meeting
 - a. select the site and finalize the contract as soon as practical
 - b. Start working your committees on a regular basis

President

A. Before Annual Meeting

1. All necessary meeting preparations
2. Create agenda and have quarterly BOD conference calls
3. Appoint Nominating Committee (past president, and others),
4. At your option, select a Kenneth Close recipient
5. Respond to inquiries pertaining to HEEP
6. Prepare BOD meeting agenda
7. Work with ESP coordinator to coordinate student presentations
8. Work with ESP coordinator to setup ESP student welcome gathering
9. Arrange accommodations for ESP students
10. Arrange accommodations for Area 5 delegates (Up to 10)

B. At Annual Meeting

1. Hold BOD meeting

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2. Attend Student reception/briefing meeting.
3. Work with ESP coordinator and select judges for ESP presentations
4. Conduct meeting.
5. Delegate as needed

C. After Annual Meeting

1. Finalize finances
2. Send thank you letters
3. Treat your staff to a special dinner. Give awards
4. Serve on next year's Nominating Committee
5. Complete Federal taxes
6. Mail flags, documentation, records, etc. to incoming president

Past President

A. Before the Annual Meeting

1. Solicit for the next Secretary
2. Participate in BOD quarterly calls
3. Work on Tasks and/or Committees as directed by the HEEP President or BOD, if you don't have one already

B. At Annual Meeting

1. Present the final financial report for your meeting
2. Serve on the nominating committee for the next selection of officers
3. Report on who was nominated

C. After Annual Meeting

1. Help out
2. Participate in BOD quarterly calls
3. You are now a resident expert and can offer advice on any subject

Past-Past President

A. Before the Annual Meeting

1. Work on Tasks and/or Committees as directed by the HEEP President or BOD, if you don't have one already
2. Participate in quarterly BOD calls
3. Help out

B. At Annual Meeting

1. Serve on the nominating committee for the next selection of officers
2. Report on who was nominated

C. After Annual Meeting

1. Help out
2. Participate in quarterly BOD calls
3. Offer advice

HEEP Officer Duties

Area Directors

A. Before the Annual Meeting

1. Quarterly Communication with Area members
2. Prepare to nominate a student from your area for Annual Meeting.
3. Organize Student presentations and mentor student to prepare them for the Annual Meeting
4. Work with ESP coordinator on what the students will need to do at HEEP
5. Establish and maintain contact with non- participating states/territories to encourage attendance
6. Provide HEEP Secretary with area member's contact information.
7. Conduct surveys as needed
8. Send letter to states requesting yearly report
9. Collect yearly reports and have webmasters post to web
10. Submit any By-Law changes to HEEP Secretary

B. At Annual Meeting

1. Give area meeting report at BOD
2. Introduce your area student to other students at ESP welcome gathering
3. Moderate session if asked

C. After Annual Meeting

1. Help out when asked.

ESP Coordinator

A. Area V ESP

1. Special note for Area V - Work with Area V Director to review topics, summaries of presentations and resumes to select a good group of student presenters.
2. Make plaques and arrange judging for Area V meeting
3. Present awards with current HEEP president

B. Before the Annual Meeting

1. Work with Area Directors and student presenters
2. Review funds and look at ways to make fund self sufficient
3. Work with HEEP president on judges for Student presentations
4. Work with HEEP president on students presentations for Annual Meeting
5. Work with HEEP president on setting up ESP student gathering
6. Work with Area Directors to ensure that each of the area meeting has a student program

C. At Annual Meeting

1. Attend Student reception/briefing gathering
2. Meet with judges for Student presentations and give them judging guidelines and packet of ESP student information
3. Listen to student presentations and meet with judges to evaluate presentations and select winner
4. Answer any question on ESP that the HEEP president may have

D. After Annual Meeting

1. Help out
2. Work with HEEP president on cost for ESP
3. Write ESP end of year report.

HEEP Officer Duties

Web Masters

A. Before the Annual Meeting

1. Post the state reports to web site
2. Post BOD minutes
3. Update items on the web as needed and/or as directed by the HEEP president.

B. At Annual Meeting

1. Give report on web at BOD meeting
2. Give comments on items that need to be worked on or updated.

C. After Annual Meeting

1. Update web

Note. The HEEP President should review and update these duties as needed.