

OPTICAL

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To: 2002-2003 COLUMBIA SECTION OSA OFFICERS

From: Joel Johnson

Subject: OFFICER RESPONSIBILITIES

Date: 5/17/02

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Here is a brief list of responsibilities that come to mind.

RESPONSIBILITIES OF THE PRESIDENT

The President is responsible for the overall activities of the Section as well as soliciting corporate memberships, writing thank you letters to speakers following their presentations and submitting a year-end report to the National OSA

RESPONSIBILITIES OF THE PRESIDENT ELECT

The President Elect is responsible for inviting speakers for meetings. It is necessary that biographical information as well as an abstract of the talk be submitted to the Secretary Treasurer a minimum of 3 weeks before the meeting and preferably 4 weeks prior to the meeting. Information regarding audiovisual requirements must be submitted to the Secretary Treasurer one week prior to the meeting.

RESPONSIBILITIES OF THE SECRETARY TREASURER

The Secretary Treasurer shall:

- Record minutes of business meetings.
- Maintain active membership list including mail and email addresses.
- Maintain the bank register including the proper categorization of income and expenses to facilitate financial reports when requested.
- Publish meeting announcements 3 weeks prior to the actual meeting.
- Collect member fees for meetings.
- Make actual meeting arrangements as soon as a meeting date has been selected including entree selection and forward final attendance figures no later than 3 days prior to the meeting.
- Attend meetings to collect late payments and distribute name tags.
- Pay bills submitted for reasonable expenses.