Responsibilities of Secretary/Treasurer (Mirjam)

with help by ”Member-at-Large” members

Treasurer

* Overseeing the monthly budget reports
* April meeting travel award authorizations (with Andre Luis de Gouvea) + other cost authorizations
* Treasurer’s report at the April DPF EC & Business Meetings

Secretary

* Communications:
	+ Preparing and distributing monthly Newsletter (with Rick van Kooten & Elizabeth Worcester)
	+ Forwarding of emails
	+ Updating DPF website
* Meeting logistics – Election of EC members
	+ Pestering Nominating Committee (April-May)
	+ Contacting nominees (July)
	+ Set up the election website (August)
	+ Announce election results